

# COURSE FACT SHEET

## BSB50215 Diploma of Business

CRICOS Course Code: 090861J

### Global Business College of Australia:

We are a vocational education and training provider committed to improving students' practical application abilities and skills, by providing students with high quality international education services to better prepare them for the workforce.

**GBCA Values:** Innovative Minds, Caring Hearts, Global Skills

### Course Description:

This course is designed for domestic and overseas students who are planning to work within business settings as executive officers, product/service consultants and project coordinators. Individuals in these roles may possess substantial experience in a range of settings, but seek to further develop their skills across a wide range of business functions.

**Course duration:** Delivery will occur over 52 weeks (including 12 weeks catch up class, reassessment and course breaks).

**Schedule:** 20 contact hours per week

**Delivery mode:** Face to face training

**Campus location and delivery site:** 337-339 La Trobe Street & 338 Queen Street, Melbourne 3000

**Entry requirements:** Applicants must satisfy all requirements as below:

#### Age requirements:

- Over 18 years of age OR
- International students under the age of 18 is required to have guardianship and accommodation arrangements in place and provide all supporting evidence to GBCA for approval. Upon approving the arrangements, GBCA will issue a CoE and the Confirmation of Approved Accommodation and Welfare (CAAW) Letter to the student. The letter is to be presented to the Department of Immigration and Border Protection (DIBP) when the student applies for a student visa.

#### Academic requirements:

- Satisfactory completion of Australian Year 11 or equivalent or higher OR
- Completion of an Australian training program (Certificate IV or above)

#### Language requirements:

- Minimum of IELTS 5.5 (no band less than 5) or equivalent, or
- Achieved a Satisfactorily Pass in the Australian Year 12 English subject, or
- Have been successfully completing at least 1 semester of a Bachelor course (or above) at an Australian University or Higher Education provider, or
- Satisfactory outcome for Internal English placement, or
- Successfully complete the GBCA English course/s to meet the English requirements of the intended course.

**Material requirement:**

Students are required to bring their own laptop with Microsoft Office 2007 or a later version installed for face to face classes.

**Course Structure:**

Unit Code	Unit Name
BSBADM502	Manage meetings
BSBHRM513	Manage workforce planning
BSBLED502	Manage programs that promote personal effectiveness
BSBMKG507	Interpret market trends and developments
BSBWOR501	Manage personal work priorities and professional development
BSBPMG522	Undertake project work
BSBRISK501	Manage risk
BSBHRM405	Support the recruitment, selection and induction of staff

**Assessment methods:**

A variety of assessment methods will be used throughout the course, including: Observation of students performing role playing, Portfolio of Work, Written report, Observation of Presentation, Analysis of case study/Response to simulated work scenario or Written questioning

**Tuition and Non-Tuition fees:** Please refer to the Fee Schedule.

**Compliant statement:**

GBCA is responsible for providing compliant training and assessment, and issuing of the AQF certification documentation for qualifications detailed in its scope of registration on the National Training Register (training.gov.au).

**Government funding:**

Government funding is not available for this program.

**Course enquiries:**

If you have any enquiries, please contact: [admissions@gbca.edu.au](mailto:admissions@gbca.edu.au)

**Student support service contact:**

Student Support Officer

E: [Studentsupport@gbca.edu.au](mailto:Studentsupport@gbca.edu.au)

T: 9041 3050

**This factsheet should be read in conjunction with our Student Handbook and website [www.gbca.edu.au](http://www.gbca.edu.au).**

