**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 as a pathway program for students who are planning to pursue Bachelor program at University of Canberra Edvantage Education Australia after completing the Diploma of Business at GBCA.

Applicants must be able to avail themselves to attend class for at least 20 hours per week. This qualification would apply to individuals with various job titles including executive officers, program consultants and program coordinators.

*(Students who wish to apply for a package offer from University of Canberra should refer to the UC’s admission requirements)*

**Course duration:** 52 weeks (including 12 weeks re-assessment, catch up class, reassessment and course breaks).

**Schedule:** 20 contact hours per week

**Delivery mode:** Face to face training or virtual classroom via Zoom during COVID lockdown

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

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

***Academic requirement:***

* Satisfactory completion of Australian Year 12 or equivalent or higher OR
* Completion of an Australian training program (Certificate IV or above)

***Language requirement:***

* Minimum of IELTS 5.5 (no band less than 5) or equivalent, or
* Successfully complete the GBCA English course/s EAP1 to meet the English requirements of the intended course.
* GBCA also accepts completion of a recognised equivalent English preparation course from an accredited ELICOS provider.
* Overseas students who do not provide a satisfactory evidence for their English proficiency will be interviewed/ asked to undertake a language, literacy and numeracy (LLN) skills to ascertain their skills.

**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:**

Students who successfully complete BSB50215 Diploma of Business (pathway) with GBCA are eligible for advanced standing of up to equivalent to 1 year into:

- Bachelor of Commerce (Accounting) at University of Canberra.

- Bachelor of Marketing (Edvantage Institute Australia)

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| BSBHRM513 Manage workforce planning |
| BSBCRT401 Articulate, present and debate ideas  |
| BSBMKG507 Interpret market trends and developments |
| BSBWOR501 Manage personal work priorities and professional development |
| BSBPMG522 Undertake project work |
| BSBRSK501 Manage risk |
| BSBHRM501 Manage human resource services |
| BSBHRM506 Manage recruitment, selection & induction processes |

**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).

**Course enquiries:**

If you have any enquiries, please contact: enquiry@gbca.edu.au

**Student support service contact:**

Student Support Officer

E: Studentsupport@gbca.edu.au; T: 9041 3050

**This factsheet should be read in conjunction with our Student Handbook and website www.gbca.edu.au.** 