



CRICOS No: 03219A RTO No: 22424  
ABN: 69136260252 ACN: 136260252

347-351 Victoria Street  
Brunswick, Vic 3056 Australia

# AUSTRALIAN CAREERS EDUCATION

## BSB50215 Diploma of Business CRICOS COURSE CODE: 087261D



NATIONALLY RECOGNISED  
TRAINING

### Course Description

This qualification would apply to individuals with various job titles including executive officers, program consultants and program 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. Conversely, it may also apply to those with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to develop in order to create further educational and employment opportunities. Possible job titles may include: Executive Officer; Program Consultant; Program Coordinator.

### Course Duration & Location

26 weeks Full time  
(including 4 weeks break/public holidays)  
Student contact hours = 20 hrs per week x 22 weeks  
E-Learning = 110 hours  
Delivery Location: Donald Street Campus (149-151  
Donald st Brunswick east ,VIC, 3057)

### Educational Pathways

After achieving BSB50215 Diploma of Business, qualification candidates may undertake Advanced Diploma of Business or another Advanced Diploma qualification from any other Training Packages

### RPL / Credit Transfer

ACE has a 'Recognition of Prior Learning and Credit Transfer Policy and Procedure' at [www.ace.vic.edu.au](http://www.ace.vic.edu.au) which outlines in detail a process to be followed for granting recognition and credit transfer. This is supported through the RPL guidelines for this qualification which focus specifically on all units. For any Credit granted for previous studies by the student as part of RPL - Formal learning process will lead to reduction in overall course duration (for international students this is reported via PRISMS and an appropriate eCoE issued). As per the RTO Standards 2015; ACE will determine any prior learning that an individual may have acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements which are specified in the course in which a student is wanting to enrol (as per Clause 1.12 RTO Standards 2015).

### Assessments

The following assessment methods but not limited will be used during this qualification: Formative Activities, Projects, Observations / Role Plays and Written Assessments.

### Course Entry & Visa requirements

There are no specific entry requirements for this qualification. However, students must meet the following minimum entry requirements:-

Minimum Age - Applicants must be 18 years of age at the commencement of their course (refer to the Student Engagement Prior to Enrolment and Marketing policies and procedures [www.ace.vic.edu.au](http://www.ace.vic.edu.au)).

English Proficiency - International students are required to possess an IELTS 5.5 (or equivalent test score)

Academic Requirements – Students must have satisfactorily completed a minimum of year 12 or equivalent

Student Visa – Students must satisfy DIBP's requirements for a student visa.

### Fees, Charges & Refunds

Please refer to ACE's Fees and Charges Policy and Refund Policy available online [www.ace.vic.edu.au](http://www.ace.vic.edu.au), in Student Handbooks or at ACE's Campus. For Total Course fees please contact ACE at [info@ace.vic.edu.au](mailto:info@ace.vic.edu.au)

### Training Package Rules

To attain BSB50215 Diploma of Business, 8 units must be completed by the student : 8 elective units

## Overseas Student Health Cover (OSHC)

All International Students must have Overseas Student Health Cover (OSHC) for the entire duration of their stay in Australia. This requirement constitutes a Visa condition stipulated by the Australian Government. OSHC allows students access to out of hospital and in hospital medical services.

## Student Support Services

Please refer to ACE a range of Student Support Services available online at [www.ace.vic.edu.au](http://www.ace.vic.edu.au), in Student Support Services Handbook or at ACE's Campus.

## Deferral, Suspension & Cancellation

Please refer to ACE's Deferring, Suspending or Cancelling a Student's Enrolment Policy - further information is available online [www.ace.vic.edu.au](http://www.ace.vic.edu.au) or at ACE's Campus.

## Application Procedure

Apply to ACE at [www.ace.vic.edu.au](http://www.ace.vic.edu.au) or through ACE engaged educational agents <http://www.ace.vic.edu.au/ace-agents.html>

## Modes of Delivery

This program is delivered in a simulated classroom based environment. students will also have access to all the required equipment and facilities that are appropriate to the contexts and conditions of assessment (which may include considering whether the assessment reflects real work-based contexts and meets industry requirements).

Each unit is delivered and assessed as a standalone unit in a combination of face to face theory, demonstration/observation/role play sessions in the classroom and supported by practical group development and individual activities within the classroom and e-learning support.

## COURSE OUTLINE

Unit Code	Unit Name	Nominal Hours	Delivery Hours	e-Learning Hours
BSBWOR501	Manage personal work priorities and professional development	60	56	20
BSBR501	Manage risk	60	64	15
BSBHRM506	Manage recruitment selection and induction processes	60	56	20
BSBADM506	Manage business document design and development	80	72	
BSBADM502	Manage meetings	30	40	15
BSBLED501	Develop a workplace learning environment	60	56	
BSBADV507	Develop a media plan	60	56	20
BSBADV509	Create mass print media advertisements	30	40	20
Total Student Contact Hours		440	440	110