

BSB50215 Diploma of Business

Course Description

This qualification is designed for individuals in the business sector, who are looking to gain more responsibilities in their current or future job role. The course provides opportunity to develop skills and knowledge in effectively managing projects, anticipating and reducing business risk and dealing with new and on-going staffing issues. It consists of both practical and theoretical skills surrounding a business environment and helps to build confidence to make decisions.



Entry Requirements

No previous industry experience is needed and there are no pre-requisite requirements for this qualification.

This qualification is suitable for an Australian Apprenticeship Pathway.

Pathways

At the conclusion of the qualification, individuals may choose to undertake more specialised career pathway.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is offered on the understanding that people may have already achieved some or all the skills and knowledge, competency outcomes, partial or total completion of a previous vocational qualification.

All applicants are welcome to apply for RPL by completing the RPL Application kit. Applicants will need to provide current, quality evidence of competency which reflects the skill and knowledge in a unit of competency applied for, either by portfolio of evidence or as directed by Assessor.

Applicants should apply for recognition of units where performance can be matched against and provide proof of competency toward the qualification they are seeking to achieve. RPL should be applied for prior to commencing the course.

Subject Selection

To achieve this qualification a total of 8 units must be completed. Unit selection within this qualification must meet strict guidelines. Refer to selection on offer.

We strongly recommend subjects selected are relevant to the required experience and job outcome required.

Employability and Foundation skills

A summary of employable skills required by the Business Industry for this qualification include communication, teamwork, problem-solving, initiative and enterprise, planning and organising, self-management, learning and technology.

Career Opportunities

- Team leader
- Office manager
- Supervisor
- Executive officer

Credit Transfer

Credit for a unit of study from a previous course where the unit code is the same should be applied for prior to commencing a course. A credit will be granted under the Principle of Mutual Recognition when an original Certificate or Statement of Attainment provided by another Registered Training Organisation is verified.

Fees and Charges

Unless specified otherwise, fees quoted cover the total amount of the course. Additional charges may apply where accessories are required and need to be purchased by the Learner prior to commencing the course. For courses where fees are not stated, you should contact our Student Support Team for details before committing to any payment.

When you enrol in a Government-subsidised course you may be required to pay a compulsory 'administration fee' unless you qualify for a fee exemption or fee concession. These fees and charges are reviewed on a yearly basis and are subject to change by the Department. Refer to our website for concession details if/when they apply or speak to our Student Support Team to confirm eligibility. Refer to our Fees and Charges Policy and Procedures on our website for further details.

Additional Charges

Additional costs could include excursions, library borrowing costs, personal locker etc. In all cases where they are not included in the course fees, they will be itemised as a separate and additional charge. All fees, except the enrolment fee, may be refundable under certain circumstances.

Contour College will apply charges to late fee payments, bank fees related to direct debit payment plans and the use of electronic fee transmission payments. These charges will be clearly displayed or documented prior to enrolment or collection of monies.

Refunds

In the event a Learner is unable or unwilling to continue with the training service and provides a written request for a refund within the specified timeframes, a review of the service and resources provided will be undertaken.

Learners will be provided with clear processes to retrieve any funds they have entitlement to, and Contour College will endeavour to satisfy all reasonable claims within 14 working days of mutually agreed refunded amounts. Refer to Refund Procedure on our website for further details.

Payment Terms and Conditions

Payment of course fees may be made by credit card, internet transfer, cheque or cash. Payment of nominated fees must be made prior to course commencement. Full details on our Fees, Charges and Refund Policy and Procedure documents are available on our website

www.contourcollege.com.au

Personalised payment plans are available under certain circumstances and are managed through a Direct Debit process only. We encourage full consultation with our Student Support Team prior to committing to any fees payable.

How to Apply

Please contact our Student Support Team for further information

Contour College

Phone ((02) 4353 0815

Email: admin@contourcollege.com.au

contourcollege.

INSPIRING • CREATIVE FUTURES

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