

# BSB50215 DIPLOMA OF BUSINESS COURSE FACT SHEET



## COURSE OUTLINE

Commencement	For dates and times refer to Page 4 below or phone the college.
Duration	<p><i>Face-to-face teaching:</i> 3 days per week for 29 weeks</p> <p><i>Self-paced learning:</i> 7.5 hours per week for 29 weeks</p> <p><i>Voluntary Practicum for 4 weeks (full-time)</i></p>
Practicum	<p>Students have the option to undertake Practicum (work experience) for 4 weeks at 38 hours per week upon completion of face-to-face lectures and may utilise this time to complete assessments.</p> <p>Passmores College plays an active role in assisting students to obtain work placement.</p> <p>Practicum is not required for issuance of BSB50215 Diploma of Business qualification.</p>
Location	432 Hunter Street, Civic, Newcastle.
Course Fee	Refer to 'Fees and Charges 2017' below
Deposit not required	Refer to 'Fees and Charges 2017' below
Payment	Payments can be made either by Credit Card, Cheque, Cash or Direct Deposit. Payment options which are detailed below must be considered and selected prior to enrolment.
What to bring to initial lectures	A4 notepad and personal stationery. Laptop optional.
What is provided?	Learner resources

UNITS OF COMPETENCY	
CODE	TITLE
BSBADM502	Manage meetings
BSBADM504	Plan and implement administrative systems
BSBADM506	Manage business document design and development
BSBHRM506	Manage recruitment, selection and induction processes
BSBMKG510	Plan e-marketing communications
BSBWHS501	Ensure a safe workplace
BSBWOR501	Manage personal work priorities and professional development
BSBWRT401	Write Complex Docs

The RTO reserves the right to change these units as required

Please refer to the Enrolment Form and Student Handbook for the terms and conditions of enrolment, which includes: *Enrolment and Selection; Training Guarantee; Course Fees, Payments and Refunds; Course Fees paid in Advance; Recognition of Prior Learning (RPL) or Credit Transfer*

COURSE DESCRIPTION
<p><b>Introduction</b></p> <p>This qualification reflects the role of individuals with substantial experience in a range of settings who are seeking to further develop their skills across a wide range of business functions. This qualification is also suited to the needs of individuals 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.</p> <p><b>Selection Criteria</b></p> <ol style="list-style-type: none"> <li>1. Satisfactory completion of Year 12, Certificate III or equivalent work experience and/or demonstrated capabilities.</li> <li>2. Attendance at a Career Guidance Interview (CGI)</li> <li>3. Competent in written and spoken English and will undertake a Language, Literacy and Numeracy test prior to enrolment being accepted by Passmore College.</li> <li>4. Where an applicant does not have evidence of items 1 and 2, the CEO, may, at his discretion, consider admission based on individual circumstances. Where the CEO has approved admission based on alternative criteria, this criteria and evidence is documented in the applicant's file.</li> </ol> <p><b>Career Pathways</b></p> <p>Possible job titles relevant to this qualification include:</p> <ul style="list-style-type: none"> <li>• Manager</li> <li>• Program Coordinator</li> <li>• Administration Coordinator</li> <li>• Executive Support</li> <li>• Personal Assistant</li> <li>• Business Owner</li> <li>• Business Development Manager</li> </ul>

The one year commitment involves the following approximation:

Accredited Diploma approximation (slight variations across Term 1, 2 and 3):

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|---|-----------|
| • 8 hours per week, face-to-face teaching, over 3 terms | 231 hours |
| • 7.5 hours per week, self-paced learning, over 3 terms | 209 hours |

<b>Total Accredited Component</b>	<b>440 hours</b>
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| • Optional full-time Practicum for 4 weeks (38 hours/week) | 152 hours |
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<b>Total Accredited Component, plus optional Practicum</b>	<b>592 hours</b>
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# FEES AND CHARGES FOR 2017

**COURSE FEE for BSB50215 Diploma of Business : \$10,000.00**

## **GUARANTEE**

Passmores College guarantees to complete all training and/or assessment once the student has commenced study in their chosen qualification or course of study, unless the student submits a formal Letter of Withdrawal notifying the RTO that they wish to withdraw. If a student voluntarily drops out, this guarantee is valid for a maximum of twelve months from initial course commencement date.

## **PAYMENT OPTIONS**

Students will have the following payment options:

- (i) Payment in full on commencement.
- (ii) Pay as you study with three instalments over 3 terms.
- (iii) Pay as you study with 8 monthly instalments.
- (iv) Personally tailored finance plan upon request (conditions apply).

## **COURSE FEES, PAYMENTS AND REFUNDS**

Passmores College will maintain a tuition assurance scheme to safeguard domestic students in the event of it becoming insolvent and unable to return fees that have been paid in advance. The tuition assurance scheme will source similar training to allow the effected participants under this condition to complete their studies without further financial burden. However the student has the choice of whether to receive a refund or be placed with another RTO, if such place is available. Please see the Enrolment Contract for information on all course fees and payment options. In addition, note the following:

1. Refer to the Passmores website for the Refund Policy.
2. Certificates and Statements of Attainment are issued to students who are assessed as competent in the units completed. The cost of the certificates is included in the course fees.
3. Students are responsible for the safe storage of their Certificates and Statements of Attainment. If a student requires a reissue of their Certificate or Statement of Attainment, an administration fee of \$80 will be charged.

## EMPLOYMENT HISTORY

With regard to employment, according to internal records, from the time the Passmore family opened the college in 1982 between 95% and 100% of Passmores graduates have successfully entered the workforce each year in the widest variety of occupations and professions with up to 70% contracted for employment prior to graduation. The function of the Division 'Passmores Recruitment' is to systematically follow up and assist all graduates in their employment endeavours.

## CENTRELINK & UNIVERSITY PATHWAYS

We recommend prospective students enquire at the interview about Centrelink allowances, university pathways and advanced standing granted to past graduates or available to future graduates.

## ATTENDANCE TIMES, DATES AND PRACTICUM

There are 2 intakes in which students can enrol: February and April/May each year. Holiday breaks coincide with NSW public school holidays in April, July and October. **Attendance is required for three days per week, Monday to Wednesday, from 8.50 am to 12:00 pm with optional attendance on Thursdays.** The College is open from 8.15 am to 4.30 pm to allow for tutor support after lectures on Monday to Wednesday and in addition, from 10.00 am to 3.00 pm on Thursdays. Full time studies apply for 3 terms followed by optional Practicum (full-time work experience) for 4 weeks. Practicum is not required for issuance of BSB50215 Diploma of Business qualification. A Graduation Ball costing \$95.00 per person is held upon completion for those wishing to attend.

## CONTACT, CAREER GUIDANCE & ENROLMENT

We invite prospective students to contact us to arrange a suitable date and time for a Career Guidance Interview (CGI). **The CGM is compulsory prior to enrolment.** College policy does not allow prospective students to enrol at this interview as we require that time be taken to allow for careful consideration of options before enrolling. Also, we suggest prospective students view our website and read the comments of previous graduates. We believe candidates will benefit from this personal CGI which will be conducted by our Honorary Principal, Duncan Passmore, a *Chartered Accountant & Fellow of the Commercial Education Society of Australia*. We recommend that a parent or guardian accompanies any school leaver to this appointment. Enquiries should be directed either through the website [www.passmores.com.au](http://www.passmores.com.au), by email to [enquire@passmores.com.au](mailto:enquire@passmores.com.au) or by phone to (02) 4926 1577.