Business

Course Description
This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have frontline management accountabilities.

Individuals in these roles carry out moderately complex tasks in a specialist field of expertise that requires business operations skills. They may possess substantial experience in a range of settings, but seek to further develop their skills across a wide range of business functions.

Duration
52 Weeks - Full Time Study (including breaks)

Pathways
Pathways into the qualification
Preferred pathways for candidates considering this qualification include:
BSB40120 Certificate IV in Business or other relevant qualification OR
with vocational experience in a range of work environments in senior support roles but without a qualification.

Pathways from the qualification
BSB60120 Advanced Diploma of Business or a range of other Advanced Diploma qualifications.

Employment Opportunities
Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:
- executive officer
- program consultant
- program coordinator

Modes of Study
The modes of study include:
- Online and face-to-face classroom-based training (Blended delivery)
- Self-study

Assessment Methods
Assessment methods include written work, projects, observations and case studies.

Entry Requirements
- 18 years or older
- Satisfactorily completed year 12 or equivalent
- IELTS 5.5 or equivalent
- Must have:
  - Access to a computer (with Adobe Reader, Microsoft Word and a web browser)
  - Access to the Internet
  - Access to a video and audio recording device
  - Computer skills including an understanding of how to access an online video conferencing software, how to use Microsoft Word and Adobe Reader, and be able to download, scan and upload documents, and how to access online materials.
  (If you need any help regarding access to a computer and meeting the computer skill requirements, the college can provide support for you).

Applicants with no formal qualifications and who are commencing within or have experience within a relevant business industry may also be considered for entry into the course.

Course Contents/ Units of Competency
CORE UNITS

BSBCRT511	Develop critical thinking in others
BSBFIN501	Manage budgets and financial plans
BSBOPS501	Manage business resources
BSBSUS511	Develop workplace policies and procedures for sustainability
BSBXCM501	Lead communication in the workplace

ELECTIVE UNITS

BSBHRM525	Manage recruitment and onboarding
BSBMKG541	Identify and evaluate marketing opportunities
BSBOPS504	Manage business risk
BSBOPS601	Develop and implement business plans
BSBPEF501	Manage personal and professional development
BSBPMG430	Undertake project work
BSBTWK503	Manage meetings

Elective units have been selected by the College in consultation with industry experts.

Training Product Status: Current
Training Product Release Date: 19 October 2020

NATIONALLY RECOGNISED TRAINING

Recognition of Prior Learning (RPL) and Credit Transfer

A learner may be able to apply for RPL if they have gained competency from work, other programs, courses, life experience or training provided at work that is relevant to the course. The College recognises the AQF qualifications and statements of attainment issued by other registered training organisations.

Campus Location

Level 9, 120 Spencer Street, Melbourne Victoria 3000, Australia

How to Apply

Complete an Application Form and submit it to the College. Form available on https://www.melbournecitycollege.edu.au/how-to-apply

Important Information

Intake Dates: Monthly

Fees & Charges: Please check on https://www.melbournecitycollege.edu.au/course-fees

Policies & Procedures (Including Refunds):
https://www.melbournecitycollege.edu.au/policy-procedures

For further information such as student support services, timetables and other information regarding the College, please visit: https://www.melbournecitycollege.edu.au/

WHY MELBOURNE CITY COLLEGE AUSTRALIA?

- **Close links with the industry**
- **Highly qualified trainers**
- **Value for money**

- **Modern equipment**
- **Payment Plan**
- **Excellent student support services**

- **Easily accessible campus**
- **Extra English support classes**
- **Small class sizes**

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