DIPLOMA OF BUSINESS MANAGEMENT
BSB50407

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Talk to us about VET FEE-HELP
(See Page 3 for more information or call the College)
Course Overview

This qualification reflects the role of individuals who possess a sound theoretical knowledge base and use a range of specialised, technical or managerial competencies to plan, carry out and evaluate their own work and/or the work of a team.

This qualification is 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 further develop in order to create further educational and employment opportunities.

Entry Requirements

There are no entry requirements for this qualification.

Pathways into the qualification

Preferred pathways for candidates considering this qualification include:

- BSB40507 Certificate IV in Business Administration or other relevant qualification/s, or
- extensive vocational experience in a range of environments in senior support roles.

Examples of indicative job roles for candidates seeking entry based upon their vocational experience include:

- Administration Officer
- Accounts Supervisor
- Executive Personal Assistant
- Office Administrator
- Project Assistant

This breadth of expertise would equate to the competencies required to undertake this qualification.

Pathways from the qualification

After achieving this qualification candidates may undertake a variety of business studies at the advanced diploma level.
Course Structure

This qualification includes 8 units of competency. Kiama Community College currently offers the following units:

- BSBFIM502A Manage payroll
- BSBADM502B Manage meetings
- BSBADM503B Plan and manage conferences
- BSBADM506B Manage business document design and development
- BSBADM504B Plan and review administration systems
- BSBCUS501C Manage quality customer service
- BSBWOR501B Manage personal work priorities and Professional Development
- BSBMGT401A Show leadership in the workplace

Assessment

This is an accredited course. Successful completion of each unit entitles you to a statement of attainment. Successful completion of all units entitles you to a Diploma of Business Administration BSB50407.

Your tutor will give you detailed information about the assessment tasks to be completed at commencement of training.

Need extra help?

We endeavour to provide access to courses for adults (over 15 years of age) regardless of gender, national or ethical background, physical or intellectual impairment, religious affiliation or age. We will assist a student with any specific learning need to access an appropriate program.

Study Time

You must be prepared to allocate 6-10 hrs per week of study time to complete this course in the required time as advised by your tutor in addition to your face to face class time.

Course Dates

Commences Wednesday 1 April 2015, Concludes Wednesday 16 September 2015

Course Fees

Face to Face $4950 (VET Fee Help available)

Kiama Community College and its campuses, including Shoalhaven Community College, are approved to offer VET FEE-HELP loans under the Higher Education Support Act 2003 to students undertaking Diploma qualifications and above. VET FEE-HELP is a HECS style loan. Students repay their loan to the Australian Government through the tax system once a student reaches an income threshold for repayment. The threshold for 2014 -15 is $53,345 per annum. To find out about your eligibility and a VET FEE-HELP assistance form call the college to talk to one of our friendly staff.
Kiama Community College Inc. is a Not for Profit, Volunteer Managed Adult Education Provider. The College has been providing quality training programs to enrich its community and the Greater Illawarra economically, socially and culturally since 1984. It has campuses in Kiama and Bomaderry (Shoalhaven Community College).

Our organisation has been delivering Business training since 1997. In that time, Kiama Community College has become recognised as a regional leader in training and assessment of Business training. This recognition comes from its quality resources, flexibility, professional delivery and most importantly, its embodiment of best practice training & assessment, demonstrating how the National VET system is intended to operate flexibly, holistically and robustly.

A Business qualification issued by Kiama Community College is highly regarded in the industry. The College boasts a team of highly regarded trainers and assessors.