

Diploma of Business

BSB50215



This qualification will be suitable for individuals with various job titles including executive officers, program consultants and program coordinators. The individuals in such positions may possess substantial experience in a range of settings but seek to further develop their skills across a wide range of business functions.

On the other hand, it is also suitable for those individuals who apply to who are 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.

Common positions that may be suited with this qualification are:

- < **Supervisor**
- < **Manager**

COURSE REQUIREMENTS:

DOMESTIC STUDENTS

Training and assessments are conducted in English. A pre training intake interview will be conducted and each learner will undertake a Language, Literacy and Numeracy Assessment.

There are no pre-requisites or any other training package entry requirement to enrol in this course.

INTERNATIONAL

English requirements:

- must have an IELTS score of 5.5 or
- must have a TOEFL iBT score of 46 or
- must have a PTE Academic score of 42 or
- must have a Cambridge English Advanced (CAE) score of 47 or
- must have an OET score of pass

Must be 18 years or older

Completed year 11

TRAINING DELIVERY:

Courses are available in face-to-face and blended learning modes catering to new entrants and experienced workers.

Classes are run between 1-5 days per week with options available for weekends, evenings and intensive delivery.

Programs can be tailored to suit individual needs.

Opportunities also exist for accelerated learning resulting in earlier completion, depending on your existing skills and knowledge.

Domestic students: ☎ 13 13 89

International students: 📞 +61 3 9450 0500

Please see over for Units of Study



**MELBOURNE INSTITUTE OF
TRAINING & TECHNOLOGY**

Head Office

Level 1, 158 Burgundy St, Heidelberg, Victoria 3084
Tel: (03) 9450 0500

Brunswick Campus

2/29 Cameron Street, Brunswick VIC, 3056
Tel: 03 9450 0500

Units of Study



Units of study

Students will need to complete 8 Units of Competency, consisting of all 8 Electives.

(NB: Elective units will be selected for delivery by MITT and are subject to change to meet client and industry requirements)

CORE	
ELECTIVES	
BSBADM502	Manage meetings
BSBADM506	Manage business document design and development
BSBHRM506	Manage recruitment , selection and induction processes
BSBMGT403	Implement Continuous improvement
BSBPMG522	Undertake project work
BSBWOR501	Manage personal work priorities and professional development
BSBMKG609	Develop a Marketing Plan
BSBINM601	Manage knowledge and Information

RECOGNITION OF PRIOR LEARNING AND/OR CREDIT TRANSFER

You can apply to recognise your prior learning, work experience and course work towards this qualification.

Detailed information is available on the MITT website www.mitt.vic.edu.au

FURTHER INFORMATION

For further information, including student pre-engagement information, entry requirements, course duration, assessment methods, how to enrol, RPL, Credit Transfer, pathways etc. please visit our website at www.mitt.vic.edu.au

GOVERNMENT FUNDING:

You may be able to access government funding if you meet the eligibility criteria.

To check if you are eligible visit www.mitt.vic.edu.au



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