

Diploma of Business

National Course Code: BSB50120
CRICOS Code: 107603F

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GEN INSTITUTE

National Provider Code : 41126 | CRICOS : 03572F

Diploma of Business

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Delivery Mode: Face to Face

Campuses: 238 Union Road, Ascot Vale, Vic

Duration:

Total duration for this qualification is 52 Weeks (including 6 weeks Holidays). Students study minimum 20 hours a week face to face.

Qualification 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.

Entry requirements

- 18 years or older
- Completion of Year 12 (Australia) or overseas equivalent
- IELTS 6.0 or equivalent
- Meet Student Visa requirements where applicable
- Prospective students seeking for enrolment at Gen Institute will have to successfully complete a placement test at the required ACSF level of qualification that provides Gen Institute insight into student's capability and helps it make a decision on whether the student possess sufficient LLN skills to pursue the qualification they are looking to be enrolled in.

Resource Requirements

- PC/Laptop or Tablet
- Speakers/Headphones and a Microphone
- A web camera
- Microsoft Office
- PDF Reader

Units of competency

(12 units must be completed for this qualification which includes 5 core and 7 elective units.)

Unit code	Unit name	Core / Elective
BSBCRT511	Develop critical thinking in others	Core
BSBFIN501	Manage budgets and financial plans	Core
BSBOPS501	Manage business resources	Core
BSBSUS511	Develop workplace policies and procedures for sustainability	Core
BSBXCM501	Lead communication in the workplace	Core
BSBTWK503	Manage meetings	Elective
BSBOPS504	Manage business risk	Elective
BSBPMG430	Undertake project work	Elective
BSBTWK501	Lead diversity and inclusion	Elective
BSBMKG541	Identify and evaluate marketing opportunities	Elective
BSBLDR523	Lead and manage effective workplace relationships	Elective
BSBWHS521	Ensure a safe workplace for a work area	Elective

Fees

Enrolment Fees – Non-Refundable AUD $500.00 Per Student
Tuition Fees Diploma In Business AUD $11000.00
Material Fee Diploma In Business AUD $1000.00

Course fee and itemized fee details are available on http://gen.edu.au/fees-and-charges/ Payment plan option is available to students. All fees are subject to change at any time.

Recognition of Prior Learning and Credit Transfer

Learners with prior learning and work experience can apply for Recognition of Prior Learning (RPL). Learners who have completed corresponding units of competency and/or units contained within the packaging rules can apply for Credit Transfer.

Assessment methods

Assessment is carried out on a range of following tasks:

- Project Report
- Observation
- Written Questions
- Case Study



Important Note – Information, Policies and Procedures, Fees and Charges

Students have access to all of our policies and procedures available on our website http://gen.edu.au.
Students are advised to read these prior to enrolment in addition to the information contained in this brochure.

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