
BSB50215 DIPLOMA OF BUSINESS



COURSE GUIDE




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OVERVIEW

Our Diploma of Business unlocks new opportunities within the fluctuating world of business by providing a solid introduction to many important business functions including Marketing, HR, Administration, Leadership and Project Management.

This course will see you discover the knowledge and techniques required to succeed in business, whether it's in your business or as a future leader in private enterprise. You will learn and understand the tools required to broaden your knowledge and skills of contemporary business practices and some of the advanced concepts in business practice. This course helps students in developing skills to stand out from the crowd and succeed well into the future.



CAREER PATHWAY OPPORTUNITIES

Diploma of Business graduates may be able to seek employment in various business enterprises leading to and/or centering on marketing, HR, project management, various team leader roles, as well as junior to senior positions within a medium to large corporate environment.

ACADEMIC PATHWAY OPPORTUNITIES

Students may be able to study the Australian BSB60215 Advanced Diploma of Business Qualification, as well as other Advanced Diploma Qualifications.

Students that graduate from APiT and are looking for a pathway into Australian Bachelors, may receive advanced standing in a 3-year Australian Business Bachelor Program, as well as other Australian Bachelor Degrees.

Please refer to Pathway & Articulation arrangements on our website.

Students should contact each higher education institute to enquire as to the availability of advanced standing.

ENTRY REQUIREMENTS

Applicants must have satisfactorily completed Year 12 education, or its Pakistani equivalent i.e F.A, F.Sc, D.Com, DAE, ICS, A Levels etc.

You are required to participate in a Pre-Training Review to assess your English language level and numeracy skills, as well as your suitability for the course. The Pre-Training Review will include:

- An online Numeracy Test
- The APIT administered Oxford Placement Test that requires placement at CEFR Level B2 (equivalent to IELTS 5.5)
- An Interview to identify your prior experience, existing knowledge, skills and suitability for the course.*

The Pre-Training Review is used to determine the level of additional support and/or reasonable adjustment required for you to successfully complete the course.

COURSE STRUCTURE

APiT has selected 8 elective units of competency in consultation with Industry which meet the Training Package requirements of the BSB50215 Diploma of Business, to enable you to attain develop sound theoretical business skills and knowledge that increases your future educational and employment opportunities.

DURATION

This qualification is delivered over 52 weeks which consists of 40 weeks of 14 classroom hours per week, plus 6 hours structured self paced study per week, and approx 2 homework hours per week, as well as 12 weeks holiday.

SELF-STUDY

At the end of each session, self-study activities have been set for students to complete. Students will need to spend 6 hours per week on self-study.

Students will need to complete the activities in their own time, prior to the next session starting.

Each activity has been allocated an approximate amount of time that should be spent on undertaking the activity. All work completed by the student will need to be typed and professionally presented in a word-processed document for submission to the trainer/assessor.

Students will receive appropriate time at the start of every session to discuss the self-study activities completed.

TRAINING DELIVERY ARRANGEMENTS

Classes are face-to-face sessions in fully equipped classrooms along with structured self paced study that students are required to complete in their own time.

Students are required to complete self paced study activities prior to attending classroom session.

Students are provided with electronic and printed learning & assessment material.

Although APiT will have access to computers with the required softwares within the IT Lab on campus, students will still be required to have their own personal devices (preferred laptop) with the required softwares during classes and for the self-study activities and tasks that is completed outside of class.

Students will also need to have access to an active email address and mobile device for communication line to remain open between the trainer and student.

DELIVERY LOCATION

This qualification is delivered in the classroom at the Islamabad Campus located at: 106-E, 2nd Floor Asif Plaza, G 7/2 Blue Area, Islamabad Capital Territory 44000

ASSESSMENT ARRANGEMENTS

Assessment methods used for this qualification provides a range of ways for individuals to demonstrate that they have met the required outcomes including:

- Knowledge Questions
- Observations
- Presentations
- Report writing
- Projects

CREDIT TRANSFER AND RECOGNITION OF PRIOR LEARNING

Students may be granted RPL (Recognition of Prior Learning) or CT (Credit Transfer) if they are able to demonstrate that they have achieved the level of skills and knowledge equivalent to the units they seek credit for through work experience, through life experiences or similar study at another institution.

Students can apply for credit transfer or RPL at the time of enrolment.

Applicants applying for RPL/CT should submit the RPL/CT application along with their original supporting documents to Student Administration. Where RPL is being applied, the student must submit all relevant evidence of work experience and where learning has occurred.

ADDITIONAL SUPPORT

All students are provided with a range of learning support options and resources to help them achieve competency in the same way as any other person regardless of whether support services have been required. This may include:

- Mentoring from Trainers.
- Additional classes, tutorials and work-shops.
- Computer and technology support.
- Referral to external support services.

Australian Pacific Institute of Technology will provide additional support for any students experiencing:

- Disability and access issues
- Language barriers
- Language, literacy and numeracy issues
- Any other issue that may affect their ability to achieve their learning goals.

Where there is a perceived difficulty in achieving learning goals, the trainer will help & guide students to resolve

COSTS

APiT offers a competitive easy to pay instalment course package, as follows:

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Course Duration:

12 Months / 52 weeks

¹Full Tuition Fee:

PKR 350,000

²Tuition Fee paid quarterly

PKR 87,500

Upfront Cost:

³Materials Fee:

PKR 25,000 (Non-Refundable)

Enrolment Fee:

PKR 25,000 (Non-Refundable)

¹Full tuition fee excludes materials and enrolment fee

²Tuition Fee must be paid in advance before every quarter

³Materials Fee includes electronic and printed learning and assessment material

For more information on additional fees, please refer to APiT Terms & Conditions.

<https://apit.edu.au/pakistan/terms-conditions/>

AWARD

At the successful completion of the qualification, students will be awarded with the "Testamur" and a "Record of Results", which provides detailed Units of Competency completed in the qualification.

At the Partial Completion of the qualification, students will be awarded with a "Statement of Attainment", which will detail only the Units of Competency that student has achieved competency from the course.

This qualification is a nationally recognized qualification under the Australian Qualifications Framework (AQF) as Level 5.

HOW TO ENROL

You can enrol online by filling out and submitting the online application which can be found at:

<http://apit.edu.au/pakistan/applicationform>

Otherwise please visit APiT's Islamabad Campus and fill in and submit a hardcopy application form in person.

Prior to enrolling, please make sure you download and read APiT Student Handbook which can be found on APiT website.

WHAT HAPPENS NEXT?

Once your application has been processed, our admissions team will then assess your eligibility, and call you to discuss the enrolment process.

CONTACT DETAILS

Please contact our office on +92 51 2348339 or email at info-pakistan@apit.edu.au

Alternatively, please visit our Islamabad Campus at 106-E, 2nd Floor, Asif Plaza G 7/2 Blue Area, Islamabad Capital Territory 44000

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COURSE OUTLINE

TERM 1 [10 WEEKS]

BSBWOR501 MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT

This unit describes the skills and knowledge required to create systems and process to organise information and prioritise tasks.

BSBADM502 MANAGE MEETINGS

This unit describes the skills and knowledge required to manage a range of meetings including overseeing the meeting preparation processes, chairing meetings, organising the minutes and reporting meeting outcomes.

TERM 2 [10 WEEKS]

BSBSUS501 DEVELOP WORKPLACE POLICY AND PROCEDURES FOR SUSTAINABILITY

This unit describes the skills and knowledge required to develop and implement a workplace sustainability policy and to modify the policy to suit changed circumstances.

BSBPMG522 UNDERTAKE PROJECT WORK

This unit describes the skills and knowledge required to undertake a straightforward project or a section of a larger project. It covers developing a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learned for application to future projects.

TERM 3 [10 WEEKS]

BSBHRM506 MANAGE RECRUITMENT, SELECTION AND INDUCTION PROCESSES

This unit describes the skills and knowledge required to manage all aspects of recruitment, selection and induction processes in accordance with organisational policies and procedures.

BSBHRM513 MANAGE WORKFORCE PLANNING

This unit describes the skills and knowledge required to manage planning in relation to an organisation's workforce including researching requirements, developing objectives and strategies, implementing initiatives and monitoring and evaluating trends.

TERM 4 [10 WEEKS]

BSBMKG501 IDENTIFY AND EVALUATE MARKETING OPPORTUNITIES

This unit describes the skills and knowledge required to identify, evaluate and take advantage of marketing opportunities by analysing market data, distinguishing characteristics of possible markets and assessing viability of changes to operations.

BSBMKG502 ESTABLISH AND ADJUST THE MARKETING MIX

This unit describes the skills and knowledge required to determine the optimum marketing mix for a business through analysis of interrelated marketing components.



APIT

Australian
Pacific Institute of
Technology

Western Polytechnic Pty Ltd trading as Australian Pacific Institute of Technology