



**Careers  
Australia**

**Our Experience - Your Education**

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***BSB50207 Diploma of Business***

***BSB51107 Diploma of Management***

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***COURSE HANDBOOK***

Careers Australia Institute of Training  
ABN 30 122 082 204 RTO 31470 CRICOS Provider 03026K (QLD)

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## 1 Entry requirements

### ***Age requirements***

The age requirement for entry into Careers Australia Institute of Training International Programs is 18 years and over.

### ***Language requirements***

English is the language of instruction at Careers Australia Institute of Training (“the Institute”) and proficiency in speaking, listening to, reading and writing English is essential. The International English Language Testing System (IELTS) is the preferred English language proficiency qualification but the Institute may accept other evidence of proficiency in English in individual cases.

The Institute requires all students whose first language is not English to provide formal evidence of their English competency with an IELTS test. This test must be current within the last two years. Where evidence of a suitable test result can not be provided, the Institute reserves the right to deny the application until the language requirement can be met by the applicant.

The minimum level of a student’s English language is a score of not less than 5.5 IELTS (Academic) or equivalent. Please note that while the Institute accepts both IELTS and OET (Occupational English Test), in some countries the Australian Diplomatic Mission may accept only IELTS to determine English language proficiency.

Please check with the Australian Diplomatic Mission in your country to ensure that you are taking the appropriate test. Further information may be accessed from the Australian Department of Immigration and Citizenship [www.immi.gov.au](http://www.immi.gov.au) or the Australian Government Department of Foreign Affairs and Trade <http://www.dfat.gov.au/missions>

### ***Academic requirements***

The academic requirement for entry into Careers Australia Institute of Training International Programs is the completion of Year 12 or equivalent.

### ***Academic recognition***

The Institute requires all students to have a completion of secondary schooling. Students with other qualifications should apply for pre visa course credit recognition assessment. Your qualification details can be forwarded to the Institute for assessment.

## 2 Course information

The training is conducted under the BSB07 National Training Package. The Institute may alter its course design and structure within the rules of the qualification and endeavours to engage students in such changes as much as practicable.

Any transition from one package to another will be facilitated to minimise disruption to students. Changes to course requirements may require changes to course fees, and students will be responsible to meet any fee increases associated with such changes as and when they fall due.

### ***Course structure***

The Diploma of Business and the Diploma of Management courses are designed to give the student key business skills.

Practical theory sessions form student’s compulsory timetable and are designed to give each student specialised support in their studies and cultural transition to Australia.

### **Requirements to achieve a qualification**

#### **BSB50207 Diploma of Business**

To receive the BSB50207 Diploma of Business, the student must undertake and successfully complete the competency requirements for all 8 units of competency in the program.

<b>Unit of Competency Code</b>	<b>Unit of Competency Name</b>	<b>RPL Fee</b>
BSBADV503B	Coordinate advertising research	\$375
BSBADV512A	Develop an advertising strategy and brief	\$375
BSBEBU501A	Investigate and design e-business solutions	\$375
BSBADM506B	Manage business document design and development	\$375
BSBMKG501B	Identify and evaluate marketing opportunities	\$375
BSBMKG506B	Plan market research	\$375
BSBMKG507A	Interpret market trends and developments	\$375
BSBR501A	Manage risk	\$375

#### **BSB51107 Diploma of Management**

To receive the BSB51107 Diploma of Management, the student must undertake and successfully complete the competency requirements for all 8 units of competency.

<b>Unit of Competency Code</b>	<b>Unit of Competency Name</b>	<b>RPL Fee</b>
BSBFIM501A	Manage budgets and financial plans	\$375
BSBMGT502B	Manage people performance	\$375
BSBMGT515A	Manage operational plan	\$375
BSBMGT516A	Facilitate continuous improvement	\$375
BSBPMG510A	Manage Projects	\$375
BSBHRM503A	Manage performance management systems	\$375
BSBHRM504A	Manage workforce planning	\$375
BSBSUS501A	Develop workplace policy and procedures for sustainability	\$375

#### **Course timetable**

The Diploma of Business and the Diploma of Management will be delivered and assessed in one year over two semesters.

To maximise your opportunity for success, students are expected to attend each scheduled session. It is expected that for every hour of class contact time, you will need to complete a minimum of one ½ hour self study time in order to meet the course requirements. Taught on a part time basis the minimum class contact hours are 20 hours per week. If a student is absent from two or more consecutive sessions, a medical certificate is required and a counseling session is available.

Students are encouraged to manage their time and study habits efficiently to allow sufficient time for relaxing, catching up with family and friends, hobbies and fun.

#### **Teaching methodology**

Teaching will be conducted in two distinct modes: Theory and Practical. However, these modes will be interlaced with some theoretical information delivered during practical sessions in order to provide students with the required links between the underpinning knowledge and skills required to achieve competency in any particular task. Also, during purely theoretical subjects activities such as role-plays may be conducted in order that students may apply knowledge and practice skills.

This course is based on the practical application of skills and knowledge needed by business people and uses effective training methodology in cases of individual or small group settings. Whichever delivery mode is used, the emphasis is on practical based applications.

Whichever delivery mode is used, the emphasis is on practical based applications. With the support of learning materials, the course is delivered through a range of modes, including:

- Face to face facilitation
- Independent learning
- Group based discussions
- Simulated sessions

### ***Assessment and grading***

***Assessment evidence*** considers how the person brings together:

- Knowledge
- An understanding of the work context
- A decision about what to do
- Attitudes, values and ethics as well as what the person actually did to perform the role.

***Assessment methodology*** may include:

- Practical Sessions
- Short answer/multiple choice questions
- Assignments
- Examinations
- Oral presentations
- Live and simulated service techniques
- Live and simulated repair techniques
- Role play
- Question and answer (verbal or written)
- Visual presentation

### **Re-assessment**

Any re-assessment is conducted as soon as practicable after you have been informed of the requirement to be re-assessed and have been given the opportunity to be re-trained and assimilate the training if required. You are re-assessed in only the areas assessed NYC and re-assessment is made under the same conditions as the original assessment. It is at the trainer's discretion to re-assess the entire assessment should it be demonstrated an overall understanding of this unit has not been achieved.

The ***grading system*** of the Diploma programs is either Competency Achieved (CA) or Not Yet Competency (NYC).

### ***Academic Progress***

CAIT has a Duty of Care which extends to monitoring student academic performance. CAIT has procedures in place to help meet student course progress requirements. If a student is identified as not making satisfactory course progress an intervention support program will be implemented.

International students are expected to achieve the following minimum requirements in order to meet the satisfactory course progress requirements:

- A grade of Competent in at least 50% of class assessment
- Satisfactory attendance at scheduled classes

Students will not progress to the next study period unless satisfactory course progress is made in the previous study period. Attendance at Tutorials allows students with unsatisfactory course progress to achieve competency in any subjects not passed.