

BSB50120 DIPLOMA OF BUSINESS

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Mode of Learning- 100% Online

- ❖ 12-Month Program: Trainer-Led or Self-Paced. Students should spend 22 hours (approx.) per week to read the course materials and complete the required learning and assessment activities.
- ❖ 12 Weeks: Trainer-Led. Students should spend 10-12 hours (approx.) per day to read the course materials and complete the required learning and assessment activities.



Why study this course?

- ❑ You will receive a **nationally recognised qualification** upon completion
- ❑ Complete the course in 12-months with our **Trainer support**.
- ❑ **Designed in consultation with the industry expert**, this course has been developed to give you the practical skills and knowledge required to prepare you job-ready when you graduate.

Potential career opportunities:

- ❖ **Entrepreneur** Where you can create and build your own brand, turning your vision into a reality.
- ❖ **Executive Officer** Work to grow and maintain operations of a business.
- ❖ **Office Manager** Manage and be responsible for the day-to-day activities of a business.

What will you learn?

You will learn the core skills and knowledge to help you take leadership of a business organization. You will learn how to develop workplace policies & procedures and critical thinking in others, manage risks, manage budgets & financial plans, organisational finances, business resources, team effectiveness, business operational plans and innovation & continuous improvement. You will learn how to develop and implement business plans, lead and manage organisational change and workplace communications to enable you to excel in today's competitive and ever-changing business environment.

Units of competencies

- ❖ BSBCRT511 Develop critical thinking in others
- ❖ BSBFIN501 Manage budgets and financial plans
- ❖ BSBOPS501 Manage business resources
- ❖ BSBSUS511 Develop workplace policies and procedures for sustainability
- ❖ BSBXCM501 Lead communication in the workplace
- ❖ BSBOPS601 Develop and implement business plans
- ❖ BSBFIN601 Manage organisational finances
- ❖ BSBPMG430 Undertake project work
- ❖ BSBOPS502 Manage business operational plans
- ❖ BSBTWK502 Manage team effectiveness
- ❖ BSBSTR601 Manage innovation and continuous improvement
- ❖ BSBLDR601 Lead and manage organisational change

Entry Requirements

There are no specified entry requirements for this qualification specified within the Business Services Training Package. Noting this, AIMS Institute of Training and Technology require persons who undertake this course to:

- ❖ Be aged 18 years or over
- ❖ Hold a Year 12 certificate or equivalent
- ❖ Have completed a at least Cert IV level qualification from the BSB Training Package (current or superseded equivalent versions).
- ❖ Have access to a computer with Microsoft Office Word, Excel and PowerPoint installed; and PDF reader capabilities
- ❖ Have access to an internet connection
- ❖ Have access to a smart phone, video camera or web camera
- ❖ Have suitable language, literacy and numeracy skills to read and comprehend learning materials.

COURSE FEES:

Trainer's-led: \$3200.00 | Self-paced study : \$1600.00

VISIT OUR WEBSITE FOR THE LATEST COURSE FEE AND PROMOTION INFORMATION

TYPES OF ASSESSMENTS

Practical Assessments - Workplace Project Assessment

The students must complete a range of workplace projects in their workplace or a simulation environment, or in a case study as instructed by the Assessor. The students are required to produce a range of workplace documents (such as project reports, memos, presentations etc.). Students may need to complete a practical component as a part of their project work where they will require to present their learning outcomes of their project work.

Practical Assessments - Case Study Assessment

The students are required to produce a range of documents based on their workplace project or assignments or based on a case study as instructed by the Assessor. Students will require to understand the workplace environment in which they work, carry out some research, find outcomes, present to the relevant audience and provide recommendation for future actions.

Practical Assessments - Project Assessment

During the practical exercise, students will be asked to demonstrate a range of their skills relevant to the workplace and the Assessor will observe them while they will demonstrate their skills. Students will require to understand and consider the workplace environment, carry out some research, find outcomes, present them to the Assessor and propose a recommendation for future actions.

Written Knowledge Assessments

The students must participate in knowledge assessments over the course of study. They must complete their assessments independently. They must go through the course materials and lecture notes and any other relevant sources to complete assessments.

ASSESSMENT METHODS

AIMS Institute Of Training And Technology conducts assessments using a combination of realistic workplace tasks, project work, knowledge tests and response to case studies.



CREDIT TRANSFERS & RECOGNITION OF PRIOR LEARNING (RPL)

AIMS Institute Of Training And Technology within its licensing or regulations, accepts and provides credit to students for nationally recognised units of competency and/or modules.

We have Recognition of Prior Learning (RPL) process in place for students who want to apply for recognition of their existing skills and knowledge relevant to the units of competencies within the relevant accredited training program. Students may have achieved these skills and knowledge from previous qualification, formal training or workplace training or experience. This may reduce the number of units to be completed for the qualification.

If you want to apply for a credit transfer for RPL prior to your enrolment, please contact us!

WHAT IS INCLUDED IN MY FEES?

- ❑ **Support** - dedicated online learning support
- ❑ **E-learning platform** - access to our online learning platform containing all the learning and assessment materials for your course
- ❑ **Online library** - access to an online library of study resources
- ❑ **Nationally recognised qualification** - graduate with an Australian qualification recognised by universities and employers all across Australia

Notes.

- Fees do not include the issue of any hard-copy texts (where applicable).
- All nationally recognised courses are exempt from the payment of GST. GST does apply to all short courses and miscellaneous charges such as dishonour of direct debit fees.
- All fees must be paid in full before students can be issued with any certificate relating to their achievements.
- Students will meet their own costs in relation to access to computer systems, internet, travel, accommodation, meals, applicable to enable their participation in the course.
- The Terms & Conditions of a student's enrolment, and the availability of the complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

Can I get a refund?

Yes - if you give notice to cancel your enrolment 10 business days or more prior to the commencement of a training program, you will be entitled to a full refund of the course fees paid. If you give notice to cancel your enrolment 9 business days or less prior to the commencement of a training program, you will be entitled to a refund of up to 75% of the course fees paid. In a 12-month program, if you give notice to cancel your enrolment within 28 days of your course commencement, you will be entitled to a refund of up to 25% of the course fees paid. If you cancel your enrolment after 28 days of your course commencement, you will not be entitled to a refund of any fees paid. In an Intensive Course Delivery Program (e.g., 12- week program), if you cancel your enrolment after the course commencement, you will not be entitled to a refund of any course fees paid in advance.

The amount retained by AIMS Institute of Training and Technology is required to cover the costs of staff, learning materials and resources which will have already been committed based on your initial intention to undertake the training.

How do I get a refund?

To apply for a refund, you are to complete a Payment Refund Form once you have withdrawn from your course. Where refunds are approved, the refund payment will either be paid via the credit or debit card you had used to pay for your course, or via bank transfer using the authorised bank account nominated by you. This payment will be made within 10 business days from the time your refund request is approved.

Are my fees protected in case I need a refund?

Yes - AIMS Institute of Training and Technology has a responsibility to protect the fees paid by students. To meet this need, AIMS Institute of Training and Technology will only accept an initial payment of no more than \$1,500 from each student prior to the commencement of their course. This fee protection arrangement complies with the national standards designed to limit the amount paid by a student in advance of services being delivered.

What payment methods are available?

Payment methods include bank transfer or payment via debit or credit card.

When and how do I pay?

Fees are payable when an invoice is received. Invoiced fees must be paid in full within 7 days of receiving the invoice from AIMS Institute of Training and Technology unless otherwise stated. AIMS Institute of Training and Technology may cancel an enrolment or discontinue training if fees are not paid by the due date. If your course is under \$1,500, the full amount will be invoiced prior to the commencement of the course. If your course is above \$1,500, the first \$1,500 is invoiced prior to the commencement of the course, with the balance invoiced within 26 weeks of the course commencement in a 12-month program and within 6 weeks of the course commencement in a 12- week program.

Are payment plans available?

We understand that not everyone has the financial resources to pay upfront, speak to one of our Student & Administration Manager regarding the options available to you!

Changes to terms and conditions

AIMS Institute of Training and Technology reserves the right to amend the conditions of the student's enrolment at any time. If amendments are made that affect the student's enrolment, the student will be informed 7 days prior to the changes taking effect.

Our guarantee to you

If, for any reason, AIMS Institute of Training and Technology is unable to fulfil its service agreement with a student, AIMS Institute of Training and Technology will refund the student's proportion of fees paid for services not yet delivered.

OTHER FEES AND CHARGES

(Information correct as at 06/06/2021)

Credit transfer administration fee	Nil
Transfer of training programs / courses	\$155
Dishonour direct debit payment fee	\$10.00
Copy fee - where a student requests a photocopy of their student record	\$10.00
Re-issuing a certificate, qualification, or a statement of attainment	\$50.00
Re-assessment fee (after the free assessment opportunities have been exhausted)	\$200.00

The above charges exclude GST (where applicable)

READY TO GET STARTED?



DECIDE ON YOUR COURSE

1

The first thing you make sure that the course you have chosen is going to meet your career goals. If you are not sure about your career goal and what you want to do, contact us to get the best guidance of your career. We will go through a JobOutlook Career Quiz (<https://joboutlook.gov.au/>) with you to explore your career options. We will then guide you to the most appropriate course that suits your goal and ambitions that you may choose!

ENSURE YOU ARE INFORMED

Please make sure you have read through the relevant course brochure to understand what you will learn from the course, what is your aim, what are the tuition fees and other charges will be and what is included within the fees and charges, as well as what is involved in the assessments for the course. Our Student Handbook will inform you about our policies and your rights. If you are uncertain, please contact us.

2

SUBMIT YOUR ENROLMENT FORM & COMPLETE YOUR CSI

3

When you have decided your course of your preference, complete our online enrolment form on our website. If you are not sure, contact us. Once we have received your enrolment form, we will evaluate your LLN (Language, Literacy and Numeracy) skills to undertake the course. You may be required to complete a Core Skills Indicator (CSI) assessment depending on your LLN level. This assessment is required to get an idea of your ability to participate in the relevant training program and if you require any additional support.

FINALISATION OF YOUR ENROLMENT

We will contact you to undertake your an Enrolment Interview with you in order to walk you through some important information and to find out more about you. Once you are offered the course and you accept it, we will then issue you with an invoice for a payment of your fees. Upon receipt of your fees, we will issue you with your log-in details to your learning portal!

4

Student Support



★ **Our Student & Administration Support team** are available from 9:00am to 6:00pm AEST Monday to Friday to provide you with relevant administrative support.

★ **Responsive and Passionate Trainers** are available to respond most online learning and assessment queries within one business day.

★ **Individual needs (if any)** will be addressed with our best efforts during your time with us. On rare occasions, if we may not be able address your specific individual need. In that case, we endeavour to refer you to a suitable external provider.

Career guidance and assistance are available to help you with your career goals.