

# BSB50120

## Diploma of Business

Enrol at Westin College :

For more information go to our website at:  
[www.westincollege.com.au](http://www.westincollege.com.au)

### ABOUT THIS QUALIFICATION

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.

### ABOUT WESTIN COLLEGE

Westin College is a registered training organisation providing courses in Commercial Cookery, Hospitality, Business and Management. Westin College is located in the centre of Perth city at a very convenient location.

With a focus on hands-on learning, we provide our students with the opportunity to practice their skills in real-world environments, from our state-of-the-art kitchen.

Westin College values diversity and inclusivity and welcome students from all corners of the globe.

### RESOURCES

The following learning and assessment resources are available to the students attending the course:

- Student's Learner guide
- Student's Assessments
- E-learning Resources

### ENTRY REQUIREMENT

- ▶ Students must be aged 18 years or above at the time of course commencement.
- ▶ Year 12 academic level or equivalent.
- ▶ IELTS 5.5 or higher with a minimum score of 5.0 in each band or equivalent (e.g., TOEFL, ISLPR, CSWE, General English, EAP) English language test scores.
- ▶ Complete an LLN assessment.

### INTAKE DATES

We have 4 intakes in year, which starts in February, April, July and October (subject to change if required)

### COURSE FEES

Currently Westin College is offering the course at following prices:

- Tuition Fee : A\$8000.00
- Resources and material fees - A\$500.00

All fees and charges are in Australian Dollars(AUD)

Fees and charges may vary where RPL and/or CT has been approved for a student.

## DELIVERY INFORMATION

Face-to-face classroom-based learning using a variety of delivery methods and learning resources.

## COURSE DURATION

This course is delivered over a period of one year. The course duration is 52 Weeks consisting of:

- 40 Weeks of scheduled study/tuition(4 terms of 10 weeks each)
- 12 Weeks of scheduled breaks/holiday so(including pre-training and completion activities)

Notes:1.A minimum of 20 contact hours per week of study/tuition have been scheduled by WestinCollege—to ensure students meet their study Visa conditions

2.The course duration may vary for students who have been granted credits or RPL towards this course (e.g.,students having completed any units in a previous course/qualification)

## RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER

Recognition of Prior Learning (RPL) involves the assessment of previously unrecognised skills and knowledge that an individual has achieved outside the formal education and training system. It assesses the individual's non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a qualification (AQF).

Credit Transfer means granting of credits against an equivalent and nationally recognised unit of competency completed as part of earlier studies.Credit transfer does not involve assessment and is granted on determination of equivalency between two units of competency. Unit selection and suitability is guided by packaging rules of the relevant course or qualification.

Students may apply for RPL/Credit Transfer prior to or immediately after formal enrolment but prior to the facilitated delivery of units .

For more information students can visit the Westin College's website or contact our Student Support Officer.

## UNITS IN THIS COURSE

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  
 BSBOPS502 Manage business operational plans  
 BSBTWK503 Manage meetings  
 BSBPEF501 Manage personal and professional development  
 BSBTWK502 Manage team effectiveness  
 BSBCMM511 Communicate with influence  
 BSBOPS503 Develop administrative systems  
 BSBOPS503 Develop administrative systems

## VOLUME OF LEARNING

Amount of training:960 Hours

Amount of assessments : 280 hours

## FUTURE STUDIES

Students who have successfully completed the BBSB50120 Diploma of Business may seek to enrol in the following:

- BSB60120 Advanced Diploma of Business, or
- another relevant Advanced Diploma qualification.

