



# AUSTRALIAN NATIONAL COLLEGE

## BSB50215 Diploma of Business

Management and Commerce

CRICOS Code 087226G



### Course Objective

This qualification would apply to individuals with various job titles including executive officers, program consultants and program coordinators.

Individuals in these roles may possess substantial experience in a range of settings, but seek to further develop their skills across a wide range of business functions.

Conversely, it may also apply to those with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to develop in order to create further educational and employment opportunities.

### Qualification

Students successfully completing the course will receive the Nationally Recognised; BSB50215 Diploma of Business.

### Course Duration

This course is offered full time over 1 year or 52 weeks on a full time basis, which includes 12 weeks of holidays.

### Contact Hours

20 hours per week face to face learning and online classes for 40 weeks.

*Additionally, students are expected at least **10 hours** of individual study per week not limited to research, learning activities and assessment activities utilising the facilities and resources available at ANC.*

### Tuition Fee

AUD\$ 9,000

*Fees and Charges are subject to change with prior notice.*

*Non- Tuition fee - Enrolment fee \$200, Refer to student handbook for the details.*

### Training Location

- 182 Capel St, North Melbourne VIC 3051

*(Classes as per scheduled timetable)*

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## Entry Requirements

### Age Requirements

ANC has a requirement that all students must be over 18 years of age at the commencement of course.

### Academic Requirements

To gain entry to this course, applicants should have successfully completed home country equivalent to an Australian Year 12 qualification.

For further information refer to the Equivalent Qualifications on the Victorian Curriculum and Assessment Authority (VCAA) website: <http://www.vcaa.vic.edu.au/Pages/vce/vcerecognition/equivalals/equiv-yr12.aspx>

### English Language requirements.

All International Students entering this qualification must have a minimum English Language proficiency level of one of the below:

#### *You should qualify in any one of the following:*

An English Language proficiency level of one of the following:

- IELTS overall band of 5.5 or equivalent internationally recognised exam result in line with DHA regulations;
- TOEFL iBT test score band of 46 equivalent or above;
- PTE Academic band score 42 equivalent or above;
- Cambridge English Advanced (CAE) test score band of 162 equivalent or above;
- OET score band Pass equivalent or above;
- Successful completion of Senior Secondary certificate of education in Australia conducted in medium of English;
- Completion of a full time studies in Australia towards a Certificate III or above;
- English as the first language;
- Satisfactory completion of the EAL course/English language course or satisfactory completion of 10-20 weeks ELICOS from a National ELT Accreditation Scheme (NEAS) Accredited English Institution with an IELTS score of 5.0;
- OR any other form of test which satisfies the Institution.

## Teaching Methods

Teaching is conducted in the classroom. The delivery will include face to face teaching, lectures, discussions.

## Assessments

Assessments comprise of activities, questions, case studies, project, reports.

## Course Structure

### Units of Competency

Code	Title
• BSBWOR501	Manage personal work priorities and professional development
• BSBADM502	Manage meetings
• BSBADM504	Plan and implement administrative systems
• BSBSUS501	Develop workplace policy and procedures for sustainability
• BSBLED502	Manage programs that promote personal effectiveness
• BSBMKG501	Identify and evaluate marketing opportunities
• BSBPMG522	Undertake project work
• BSBRSK501	Manage risk

## ANC Enrolment Process

1. All students will have to fill, sign and send a completed "Enrolment Application Form" along with the course entry requirement documents .
2. Once the entry requirement has been satisfied, all Students will be required to do a Language, literacy and Numeracy (LLN) test.
3. All students will undergo a Pre-Training Review with the admission officer prior to being issued an Offer letter and Enrolment Acceptance Agreement.

**anc.vic.edu.au**  
**Australian National College Pty. Ltd.**  
182 Capel St, North Melbourne VIC 3051 AUSTRALIA  
Ph + 61 3 9662 3300 | E [admissions@anc.vic.edu.au](mailto:admissions@anc.vic.edu.au)

*\*\* This Brochure need to be read in conjunction with the student handbook found on ANC website under current student tab.*

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