

Course Information Sheet – BSB50215 Diploma of Business

Course Structure

Unit Code	Title
BSBADM502	Manage Meetings
BSBFIM502	Manage payroll
BSBHRM506	Manage recruitment, selection and induction processes
BSBRISK501	Manage risk
BSBWOR501	Manage personal work priorities and professional development
BSBADM506	Manage business document design and development
BSBFIM501	Manage budgets and financial plans
BSBCMM401	Make a presentation

About us:

LITE Security is an Australian registered training organisation with CRICOS accreditation. We deliver quality training to both local and international students.

Full Fee Tuition: \$6000

Payment plans are available (\$500 per month for 12 months)

Registration Fee: \$550

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Diploma of Business is designed to help you to gain an understanding of the techniques for general business management and develop skills in managing fundamentally important business functions.

We ensure the quality of our training and assessment in compliance with ASQA standards. The content of the course provides a comprehensive foundation in the business disciplines including management, accounting, administration and human resources while also emphasising skills such as communication and ethics.

These skills are highly portable and once learned can be applied across industry sectors.

Entry Requirements:

- A minimum IELTS score of 5.5 in all areas.
- Satisfactory completion of Australian Year 12 or equivalent or a Certificate IV.
- Students must be over 18 years of age at commencement of the course.

A pre-training Language, Literacy and Numeracy assessment will be conducted for each student either at enrolment or prior to the delivery of training, including RPL candidates, to calculate if any assistance is required.



Leaders Institute of Training and Education
RTO 41313 CRICOS 03503G



Employment pathway:

After completing the Diploma of Business, the course can provide a pathway to 2nd year entry into a Bachelor's degree as well as producing knowledgeable employees for entry level business positions.

Delivery Mode:

This program is delivered face to face within a classroom environment. A simulated workplace environment is utilised for the conduct of practical assessments, scenarios and role plays.

Lite Security Obligation to learners:

LITE Security has an obligation to provide quality training and assessment to the learners in compliance to the ASQA Standards for Registered Training Organisations 2015. For further information please refer to the Student Information Handbook on our website.

Certificates:

Upon successful completion of this course, certificates will be issued to students within 1-3 weeks.

Course Duration:

- 50 weeks (including 10 weeks holidays)
- 20 hours per week of scheduled classes for 40 weeks
- 4 intakes per year