



Information Sheet **BSB50215 Diploma of Business**

CRICOS Code: 087178K

The code, title and current status of Eagle Academy courses can be found by visiting the National Register, www.training.gov.au and entering the course code into the search field

The Eagle Academy is responsible for the quality of the training and assessment in compliance with the Standards, and for the issuance of the AQF certification documentation. This includes where a Third Party provides part of the training and assessment.



BSB50215 Diploma of Business – Information Sheet

Course Description:	Diploma of Business is for those wishing to lead a Business practice, and reflects the role of individuals with substantial experience in a range of business settings who are seeking to further develop their skills across a wide range of business functions. This qualification is also suited to the needs of individuals 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. The key clients for this qualification are domestic and international learners who wish to pursue careers as executive officers, program consultants, or program coordinators.
Course Length:	9 months (40 weeks: 30 weeks tuition + 10 weeks holiday)
Mode of Study:	Full Time, Part Time (domestic only), Distance Education (domestic only)
Hours per Week:	Full time: 20 hours per week (15 hours on campus + 5 hours distance education)
Commencement:	Any Monday of academic term. See Academic Calendar on our website download page.
Course Cost:	Ask for our Payment Options Sheet or see Quick Guide on our website download page.
Payment Options:	Full or Split Payment
Discounts:	See website specials including the price beat guarantee http://eagleacademy.com.au/specials/
Gov. Funding:	Not available
Pre-requisites:	<ul style="list-style-type: none"> • English to a “Intermediate” level • Completion of Year 11 (Australia), or equivalent. • Students can apply for Recognition of Prior Learning, or Direct Credit. This may reduce course time. See website for details.
Inclusions:	<p>This course is available at Brisbane and Gold Coast locations. More course and campus information can be found on the All Course and Campus Quick Guide. The fees include everything that students require to complete the course.</p> <p>Student Computers are available on a first in first served basis. We suggest that if you have your own Laptop/Tablet that you bring it with you. This will ensure that you have access to a computer for your formal assessments and you have your work with you at all times.</p>
Student Rights:	You have rights with regards to refunds, complaints and appeal processes. These rights are outlined in detail, in the Policies and procedures found on the download page of the website, and you MUST acquaint yourself with them prior to enrolment. The refund policy will also cover what your rights are should we, as the RTO, or a third-party training organisation closes, or ceases to deliver any part of the training product that you were enrolled in. In short, we would make arrangements suitable to yourself, to access another provider delivering that training, OR we offer you a refund
Visa Students:	<p>Be aware that agents can act on our behalf to recruit students. These agents are listed on our website.</p> <p>ATTENDANCE IS NOT RECORDED OR MONITORED for visa compliance purposes. Progress Is Monitored For Visa Compliance Purposes: The Academy has implemented a Course Progress Policy and Procedure. More detail can be found in the Policies and procedures found on the download page of the website.</p>
Units:	Students must study all 8 units below to gain the Qualification
BSBADM506	Manage business document design and development
BSBHRM501	Manage human resource services
BSBADM502	Manage meetings
BSBWOR501	Manage personal work priorities & professional development
BSBLED502	Manage programs that promote personal effectiveness
BSBR501	Manage risk
BSBHRM513	Manage workforce planning
BSBPMG522	Undertake project work
More Information:	Ask our administration team or visit our website http://eagleacademy.com.au/downloads/