

# DIPLOMA OF BUSINESS



***(Domestic Students)***

Students will be introduced to the following main learning areas within this qualification:

- ***Business Operations and Management***
- ***Managing Budgets and Financial Business Plans***
- ***Managing Business Resources and Risk***
- ***Effective Communication in Business***



**READY FOR A CHANGE?  
MAKE A REAL IMPACT - CHOOSE A  
CAREER IN BUSINESS MANAGEMENT  
TODAY!**



**To enrol in this course, it is a requirement that learners should:**

- Be at least 16+ years old (if under 18, you must have permission from a parent or guardian.)
- Have completed Year 10 or equivalent, or possess relevant work experience.
- Hold or be willing to apply for a Unique Student Identifier (USI).
- Demonstrate suitable English language, literacy, numeracy, and digital skills (LLND assessment required before enrolment).
- Have access to a suitable learning environment, a computer with internet, and any devices needed for online components.
- Have some vocational experience or exposure to workplace leadership responsibilities (preferred but not required).

**Duration:**

26–52 weeks, depending on enrolment type.

**Start Dates:**

Multiple intakes throughout the year—contact us to enrol.

**Delivery Mode:**

Blended learning: face-to-face classes, online study, and work placement (where possible).

**Fees:**

\$2,220 (includes all materials). Flexible payment options available—talk to us today!

**To complete this qualification, you must successfully finish 12 units: 5 core and 7 elective units.**

**Core Units**

- 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

**Elective Units:**

- BSBTWK503 Manage meetings
- BSBOPS504 Manage business risk
- BSBCMM511 Communicate with influence
- BSBTWK502 Manage team effectiveness
- BSBLDR523 Lead and manage effective workplace relationships
- BSBLDR522 Manage people performance
- BSBOPS502 Manage business operational plans

*Note: Elective units may vary depending on training arrangements.*



# COURSE PACKAGING



**Ready to take the next step? Contact our friendly course consultants today to discuss your goals and start your journey!**

## Assessment Overview

To achieve this qualification, students must complete:

- Knowledge Tasks: Open/closed questions, research projects, case studies
- Skills Tasks: Scenario-based roleplays, simulated or real workplace activities

## Work Placement

While work placement is not a mandatory requirement for this qualification, we highly recommend gaining some industry experience or completing a placement. This can provide valuable opportunities to consolidate your learning in a real-world, non-simulated environment.

## Potential Career Opportunities

- Office Manager
- Operations Manager
- Managing Director
- Brand Manager

## Pathways

The Diploma of Business can be a pathway to further study, such as an Advanced Diploma in a related field.

Check with your chosen university for entry and credit transfer options before enrolling with Australasian Training College.

## Certification

Upon successful completion, you will receive an Australian Nationally Recognised Qualification and a Statement of Results.

If only part of the course is completed, a Statement of Attainment (SOA) will be issued.

- ✓ Registration Code 46174
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