



Descriptor

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.

Possible Job Titles

- Executive Officer
- Program Consultant
- Program Coordinator

Mode of delivery

DOMESTIC STUDENTS

This course is delivered to domestic students via online/distance education and/or on-the-job traineeship*#.

INTERNATIONAL STUDENTS

This course is delivered to international students @ 20 hours per week for 4 terms of 10 weeks each. Additional study is required to complete unsupervised, independent work in your own time.

Assessment and Monitoring

Assessment for this qualification is by written reports, case studies, projects, role plays, written assessments. Monitoring will take the form of monitoring of online activities and telephone/Skype consultation. Traineeships will be assessed on-the-job.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is available to all students applying for this qualification. Conditions apply. RPL is the recognition of your current skills and knowledge acquired through prior learning from other training, work or life experience. International students are advised that their student visa duration may be impacted if applying for and granted RPL.

Target Groups

Students with substantial experience in a business environment or those wishing to develop such skills to increase their job opportunities.

International students must hold an approved student visa and study according to their visa conditions.

COURSE DURATION

52 weeks

UNITS OF COMPETENCY:

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

- BSBHRM526 Manage payroll
- BSBOPS502 Manage business operational plans
- BSBOPS503 Develop administrative systems
- BSBPMG430 Undertake project work
- BSBSTR503 Develop organisational policy
- BSBTWK503 Manage meetings
- BSBOPS504 Manage business risk

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