

## Diploma of Business

CRICOS Course Code: 095331F

This qualification is suitable for individuals wishing to gain a variety of business roles such as executive officers, program consultants and program coordinators.

Individuals may already possess substantial experience in a business role, but may be seeking to further develop their skills across a wide range of business functions.

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



**Australian National Institute of Management and Technology (ANIMT)**  
RTO Code: 41128 | CRICOS Provider Code: 03609J

## Delivery Mode

Training is conducted face-to-face in a classroom environment at Training Organisation NSW Pty Ltd trading as Australian National Institute of Management and Technology (ANIMT) premises in Parramatta, Sydney.

Training sessions are trainer-led in group sizes of no more than 25 students and utilise a variety of training and assessment techniques and resources to simulate the real time business environment, including organizational case studies, role plays of typical workplace situations, using actual workplace policies, procedures and templates, working in business work teams and the use of a dedicated computer lab for practical training components of the course.

Students may also need to carry out some study outside of class time to build their knowledge and undertake work toward completion of their assignments.

## The Course Facts

Duration : 68 weeks

Commitment : 3 Days per week

Monday 9:00am – 6:00pm

Tuesday 9:00am – 6:00pm

Wednesday 9:00am – 1:30pm

Or,

Wednesday 2:00pm – 6:30pm

Thursday 9:00am – 6:00pm

Friday 9:00am – 6:00pm

Commencing : Check ANIMT Website for intake dates

Qualification : BSB50215 - Diploma of Business

Delivery mode: Face-to-face

Location : Sydney, Australia



## Course Structure

The course will be delivered over 16 months. The course will be delivered in four terms over two semesters.

For intake, term dates and term breaks, visit our website [www.animt.edu.au](http://www.animt.edu.au)

The following identifies each term and the units of competence to be delivered:

### Term One:

- BSBHRM506 Manage recruitment, selection and induction processes
- BSBADM502 Manage meetings

### Term Two

- BSBADM504 Plan and implement administrative systems
- BSBWHS501 Ensure a safe workplace

### Term Three

- BSBWOR501 Manage personal work priorities and professional development
- BSBHRM501 Manage human resources services

### Term Four

- BSBRISK501 Manage risk
- BSBADM506 Manage business document design and development



## Course fees

	For Off-shore Students	For On-shore Students
<b>Enrolment Application Fee</b>	Not Applicable for Diploma of Business	Not Applicable for Diploma of Business
<b>Tuition Fee</b>	AUD 16,500.00	AUD 6,000.00
<b>Total Course Fees</b>	AUD 16,500.00	AUD 6,000.00
<i>Additional Costs</i>		
<b>Assessment Re-sit Fee</b>	AUD 100.00 per unit	AUD 100.00 per unit
<b>Recommended resources from Australian Training Products (Purchase is not mandatory. Student can borrow from ANIMT Library)</b>	AUD 296.00 (Directly Payable to Australian Training Products, if student decides to purchase)	AUD 296.00 (Directly Payable to Australian Training Products, if student decides to purchase)



## Payment schedule

	For Off-shore Students	For On-shore Students
Initial Payment, before the course commencement	AUD 1,500.00	AUD 1,500.00
Course commencement date of 5th week	AUD 1,500.00	
Course commencement date of 10th week	AUD 1,500.00	
Course commencement date of 15th week	AUD 1,500.00	
Course commencement date of 20th week	AUD 1,500.00	AUD 1,500.00
Course commencement date of 25th week	AUD 1,500.00	
Course commencement date of 30th week	AUD 1,500.00	
Course commencement date of 35th week	AUD 1,500.00	
Course commencement date of 40th week	AUD 1,500.00	AUD 1,500.00
Course commencement date of 45th week	AUD 1,500.00	
Course commencement date of 50th week	AUD 1,000.00	
Course commencement date of 55th week	AUD 500.00	AUD 1,500.00
<b>Total Course Fee</b>	<b>AUD 16,500.00</b>	<b>AUD 6,000.00</b>

All term payments must be paid in full, on the scheduled dates in order to maintain a valid enrolment.

### Minimum Entry Requirements:

- Be over the age of 18
- Demonstrate good command of written and spoken English. Verified evidence of IELTS Level 5.5 or equivalent
- Have completed Year-12 or equivalent school studies
- Exceed the minimum pass threshold of Course Entry Requirement Test (CERT)
- Meet the following 500 Student Visa – requirements:
  - Be a genuine temporary entrant
  - Meet English language test score requirements
  - Demonstrate financial capacity
  - Have no outstanding debts to the Commonwealth of Australia
  - Meet the health requirements
  - Be of good character
  - Demonstrate the capacity to meet basic living costs requirements set by the Australian Government



## Application Process

Students shall be provided with pre-enrolment information containing details about the course entry requirements, enrolment process, visa eligibility requirements, living in Australia information, Refund Policy, Complaints and Appeals Policy etc, by the agent or ANIMT Representative or ANIMT Student Support Manager.

Interested students shall be provided with an Enrolment Application form. The student is required to submit the completed enrolment application form, the evidence of IELTS proficiency (Average Score of 5.5 in Academic test) or equivalent, copies of Year-12 or equivalent school studies, qualifications/work experience and other relevant documents to agent or ANIMT representative or Student Support Manager at below address:

### Student Support Manager

Australian National Institute of Management and Technology (ANIMT)

Level 6, 460 Church Street, Parramatta, NSW 2150

Email: [enrolment@animt.edu.au](mailto:enrolment@animt.edu.au)

When the completed enrolment application along with all supporting documents has been received, agent or ANIMT Representative or ANIMT Administration Officer shall conduct an enrolment interview and Course Entry Requirement Test to assess the student's existing skills and knowledge.

When the enrolment application has been assessed to be successful in meeting all the admission criteria, the student will be issued with a Letter of Offer (valid 14 days), invoice for initial payment of fees (AUD 1,500.00) and a Student Agreement.

To accept the offer, the student must complete the Letter of Offer, Student Agreement and make payment of AUD1,500.00. These documents must be then submitted to agent or ANIMT representative or Student Support Manager at below address:

### Student Support Manager

Australian National Institute of Management and Technology (ANIMT)

Level 6, 460 Church Street, Parramatta, NSW 2150

Email: [enrolment@animt.edu.au](mailto:enrolment@animt.edu.au)

Once all required documentation and payment has been received, ANIMT will send the student the following items:

- a Confirmation of Enrolment form (eCOE)
- confirmation of course commencement details
- a tax invoice for the payment of tuition fees
- Overseas Student Health Cover (OSHC) information
- Student Visa / Travel / Accommodation Confirmation Form

It is the applicant's responsibility to apply for a student visa. When the applicant receives their eCOE, it should be taken to the visa section of nearest Australian Diplomatic Mission (i.e. Consulate, High Commission or Embassy) where an application for a student visa can be submitted. For information, go to <http://www.homeaffairs.gov.au/>

The applicant will be unable to apply for a student visa without the eCOE.





## Successful Student Visa

If the student visa application is approved, the applicant should contact ANIMT and provide following documents:

- Confirmation of Student Visa (subclass 500)
- Confirmation of temporary accommodation including address, Confirmation of travel booking and the planned arrival time, carrier, airport, etc.
- Phone number
- Contact details on arrival in Australia (must include a mobile phone where possible)

This information is to be provided in the ANIMT Student Visa/ Travel/ Accommodation Confirmation Form and submitted to agent or ANIMT Representative or Student Support Manager directly by mail or email to:

### Student Support Manager

Australian National Institute of Management and Technology (ANIMT)

Level 6, 460 Church Street, Parramatta, NSW 2150

Email: [enrolment@animt.edu.au](mailto:enrolment@animt.edu.au)

ANIMT will contact the student to confirm timetable, start date and all other arrangements for their study with ANIMT.

## Unsuccessful Student Visa

If the applicant is not successful in securing a visa, they must notify the ANIMT as soon as possible to access a applicable refund of their paid tuition fee.

For further information please contact:  
1800 941 177



## Recognition of Existing Skills and Knowledge

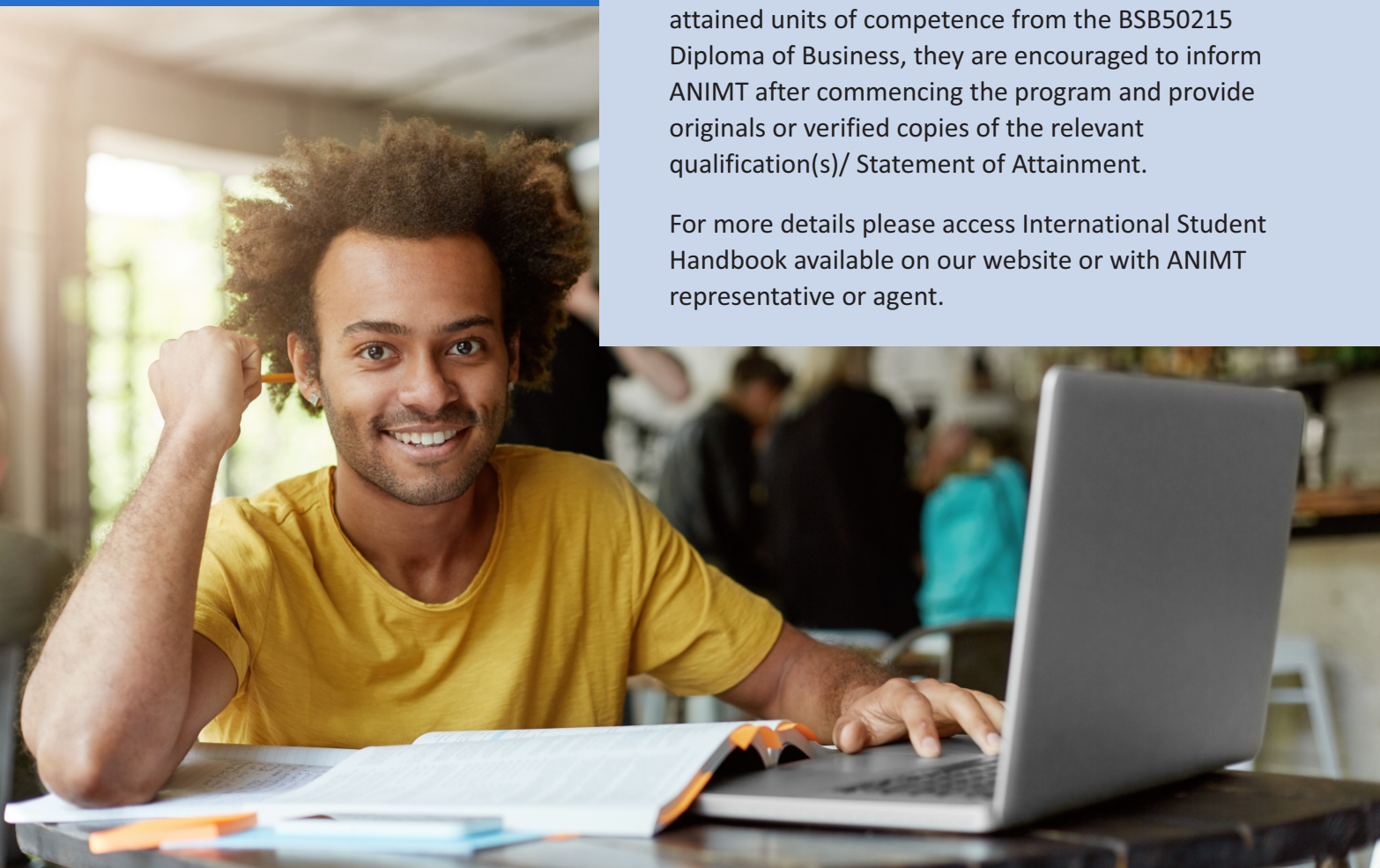
In accordance with the requirements of the VET Quality Framework, ANIMT provides the opportunity for students to apply to have prior learning, skills and knowledge recognised, and counted in relation to the qualification or units of competence for which they are enrolled.

## Credit transfer for current competence

Credit Transfer is the recognition of learning achieved through formal education and training. Under the Standards for Registered Training Organisations, qualifications and statements of attainment issued by any RTO are to be accepted and recognised by all other RTOs. Credit transfer allows the unit of competency previously achieved by a student to be recognised when they are enrolling in a related course, where those units can assist them in meeting the requirements for a qualification. It is important to note that credit transfer is not Recognition of Prior Learning (RPL).

If the applicant believes that they have already attained units of competence from the BSB50215 Diploma of Business, they are encouraged to inform ANIMT after commencing the program and provide originals or verified copies of the relevant qualification(s)/ Statement of Attainment.

For more details please access International Student Handbook available on our website or with ANIMT representative or agent.



### Australian National Institute of Management and Technology

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NSW 2150, Australia

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