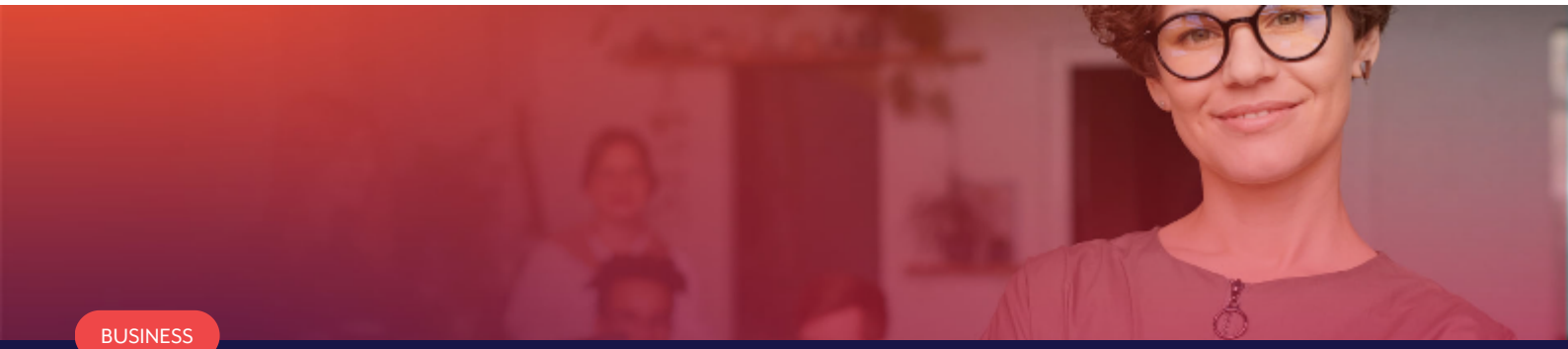


BUSINESS

NATIONAL CODE: BSB50120

DIPLOMA OF BUSINESS [UNITRACK HIGH SCHOOL]

Your guided pathway into a business degree—no ATAR required. Learn practical skills in the Diploma of Business (UniTrack), then progress to a Bachelor of Business with advanced standing at one of our partner universities.

CAMPUSES

BRISBANE CENTRE 2

OVERVIEW

INTAKES
Trimester

DURATION
52 weeks

INDUSTRY PLACEMENT

INTERNATIONAL STUDENTS
No

CRICOS CODE:
105197J

CONTACT HOURS
16
3

Mixed Mode (Part On-campus & Online)

Want to get a start in business?
You need training.

Watch the Video

THIS COURSE ARTICULATES OR PACKAGES WITH THE FOLLOWING UNIVERSITIES:

CQUniversity AUSTRALIA
Griffith UNIVERSITY Queensland, Australia
JAMES COOK UNIVERSITY AUSTRALIA
QUT Queensland University of Technology
Southern Cross University
TORRENS UNIVERSITY AUSTRALIA
UniSC
UNIVERSITY of TASMANIA

DIPLOMA OF BUSINESS [UNITRACK HIGH SCHOOL]

About this Course:

UniTrack is a practical, skills-first pathway that starts with the Diploma of Business at Charlton Brown—using small-group coaching and competency-based assessment to turn business theory into habits you can use from day one. The course is designed for people who want to step into business with confidence and capability, not just theory. You'll learn how organisations actually run—planning and coordinating work, supporting teams, working with budgets and basic financials, using everyday business technology, and improving the way things get done. You'll also choose from one of nine specialisation streams—Leadership, Business Operations, Organisational Development, Compliance, Business Development, Digital & Data, Information Management, Procurement, or Evaluations—to give your study a clear professional focus. On successful completion, you may be eligible to progress into a Bachelor of Business with articulated credit (advanced standing), subject to university entry requirements and credit approval at the time of application.

What You'll Learn

- Develop critical thinking in others to support better decisions.
- Plan and manage budgets and financial plans, and interpret basic financials.
- Coordinate business operations and manage resources to keep delivery on track.
- Use everyday business technology to support workplace tasks and processes.
- Develop workplace sustainability policies and procedures that work day to day.
- Lead workplace communication with clarity and stakeholder alignment.
- Select a specialisation stream to build focused capability (Leadership, Business Operations, Organisational Development, Compliance, Business Development, Digital & Data, Information Management, Procurement, Evaluations).

Career Outcomes

BUSINESS SUPPORT OFFICER | OPERATIONS COORDINATOR | PROJECT SUPPORT OFFICER | BUSINESS SYSTEMS / INFORMATION SUPPORT OFFICER

We work with industry leaders

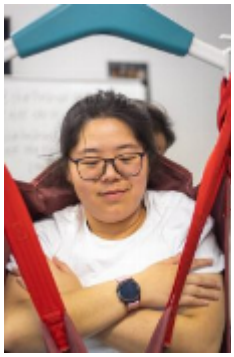
salesforce Microsoft CITY OF GOLDCOAST. KPMG Deloitte.

Interested in Studying?

Here's what our students think.



Franchezca Israel
Thank you for the great service and guidance in educating students. I finished my certificate in this college because they're very helpful and professional.



Angelica Okawa
Words cannot express accurately enough how grateful I am for having Fanny as my trainer during most of my Diploma in Early Childhood Education and Care. The level of her service delivery was above and beyond my expectations, as well as her ethics and the knowledge and skill set she kindly shared with her students, always with a positive attitude, broad smile and gentleness that are her trademark.

INTAKE DATES

2027

FEBRUARY
Monday, 01st

JUNE
Monday, 07th

OCTOBER
Monday, 04th

TUITION FEES (**TUITION FEE**)

Course Name	Course Duration	Tuition Fee	Campus Availability	Intakes
Diploma of Business [UniTrack High School]	52 weeks	$7,000	BNE2	Trimester

ENTRY REQUIREMENTS

AGE	GRADE	IELTS
17	11	N/A

- **AGE**
  Minimum age of 17 years or turning 17 years old prior to commencement of the course
- **EDUCATION & EXPERIENCE REQUIREMENTS**
  Year 11 Australian Senior High School Certificate, or equivalent (e.g. completion of Year 12 or High School in the students home country) with full academic results.
- **ENGLISH LANGUAGE**
  N/A
- **REQUIRED IDENTIFICATION**
  Photo ID and evidence of citizenship (international students must provide copy of passport)
- **COMPUTER SKILLS & EQUIPMENT**
  Students on this course require computer access for learning purposes and to complete course assessments. As such, learners must have beginner/intermediate computing skills including use of Microsoft Office programmes, in addition to hardware requirements of a desktop or portable computer with keyboard, pointing device, speaker, web camera and microphone, and a broadband internet connection.

- **FURTHER INFORMATION**
  Students who are unable to meet the academic or English language criteria may in some cases be eligble to undertake our Language, Literacy & Numeracy (LLN) test. Criteria may change at any time without notice. Additional English language requirements may apply to international applicants from non-English speaking backgrounds wishing to articulate on a visa package into a university programme. Students must be able to (and are required to) enrol, participate, demonstrate progression-of, and complete this course.

BRISBANE CENTRE 2 COURSE TRAINERS



Mathew Little

Mathew Little joins Charlton Brown as the Business UniTrack Trainer, bringing a dynamic blend of academic depth and real-world commercial insight to our premium vocational-to-university pathway. With a strong background in leadership, strategy, and enterprise development, Mathew is passionate about equipping emerging business professionals with both the analytical capability and practical confidence required to excel at university and beyond. His teaching philosophy bridges theory and application — ensuring students don't just understand business frameworks, but can apply them critically in complex, real-world environments.

Within the UniTrack programme, Mathew plays a pivotal role in preparing students for articulated degree study through structured academic skill development, case-based learning, and industry-informed assessment design. His approach aligns with Charlton Brown's commitment to rigorous academic standards, personalised mentorship, and seamless university transition outcomes. Under his guidance, UniTrack Business students develop advanced communication, research, and strategic thinking skills — positioning them competitively for progression into leading Australian universities and future leadership roles in the global economy.

BRISBANE CENTRE 2 & FACILITIES

YOUR CAMPUS

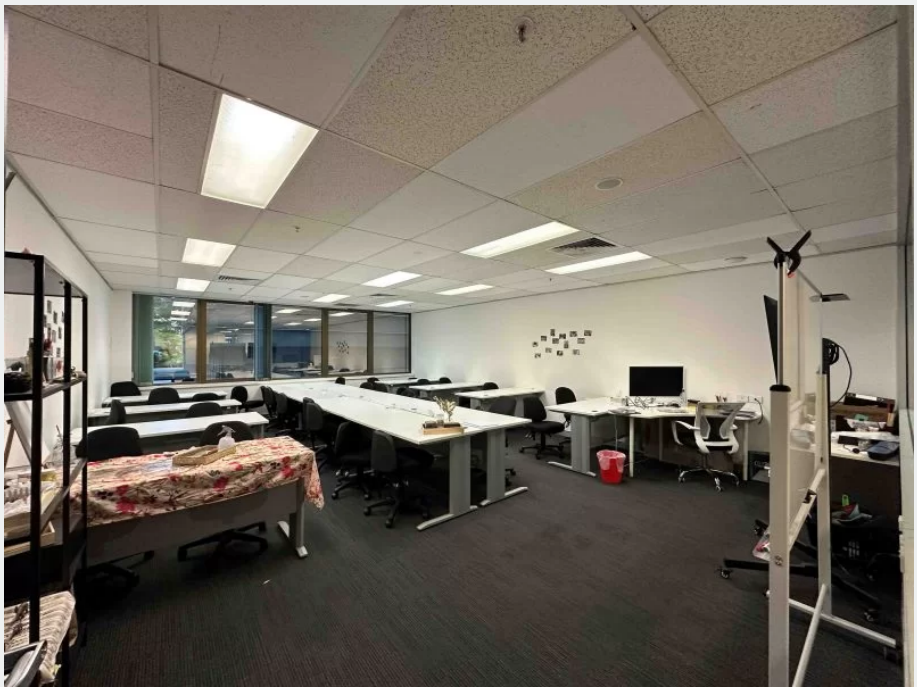
Charlton Brown – 316 Adelaide Street, Brisbane

Charlton Brown is proud to unveil its newest campus at Level 3, 316 Adelaide Street, right in the heart of Brisbane's dynamic city centre. This state-of-the-art facility has been purposefully designed to deliver an inspiring, hands-on learning experience for the next generation of professionals.

More than just a modern campus, 316 Adelaide Street is a hub for innovation, collaboration, and career development. Surrounded by Brisbane's vibrant cafes, green spaces, and cultural landmarks, it offers students an authentic urban learning environment that blends academic excellence with real-world opportunity.

With seamless access to public transport, students can easily connect from all parts of the city—making study more convenient and accessible than ever before.

This new campus embodies Charlton Brown's ongoing commitment to quality education, community, and growth. It's a place where students don't just learn—they thrive, connect, and build meaningful pathways to their future careers.





316 Adelaide St, Brisbane City QLD 4000

SESSION LOCATIONS



ROOM 6 - BRISBANE CENTRE 2

BNE CTR2

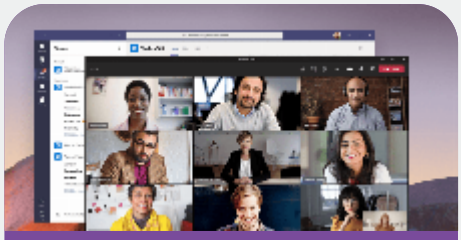
LARGE INTERACTIVE TV | WHITEBOARD | SEATING

NIET Group Brisbane Centre 2 – Classroom 6 (Certificate IV in Business)
In the heart of Brisbane's dynamic CBD, our second campus is where innovation, strategy, and leadership take shape.

Room 6 is dedicated to our Certificate IV in Business program — a space designed to inspire confidence, creativity, and collaboration. Here, students refine their business acumen, develop leadership skills, and learn to think strategically in a modern, forward-focused environment.

With contemporary facilities, interactive learning spaces, and a culture of excellence, Room 6 empowers emerging professionals to transform ideas into impact — and step confidently into the world of business.

VIEW IN MAP



TEAMS CALL

Whether you're working with teammates on a project or planning a weekend activity with loved ones, Microsoft Teams helps bring people together so that they can get things done. It's the only app that has chats, meetings, files, tasks, and calendars in one place—so you can easily connect with people and bring plans to life.

VIEW IN MAP