BSB50215 - Diploma of Business

Diploma of Business 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.

Course Accreditation

This course is nationally recognised under the Australian Qualifications Framework (AQF).

Course Objectives

You will learn to develop the skills and knowledge to:

- Manage projects
- Establish and manage work priorities
- Implement workplace and administrative systems
- Develop a workforce
- Develop business documentation

Entry Requirements

- be 18 years or older;

- To give yourself the best chance of success in the Diploma of Business it is recommended that you have completed a Certificate IV level qualification or equivalent.

- LLN - This is an on-line correspondence course so you need to have basic English reading and writing skills, or higher. As such, entry to the course requires English proficiency equivalent to Australian Year 10 level, a NRT or Trade qualification at the Certificate II level or higher, or 2 years of industry work experience. Numeracy are required to a basic level e.g. calculations with calculators.

Resources required

Computer and Internet

You will need access to a computer and the internet to complete this course.
Once enrolled, you will be emailed your login details to the learning management system. You can then access your course materials immediately.

In addition, the following software and hardware may be required depending on subjects being undertaken:

- Broadband Internet Connection
- Internet explorer version 6 or above, Mozilla Firefox, Chrome
- Microsoft Office 2007 or later
- Minimum 2GB of Ram
- CD-ROM or DVD drive
- Adobe Reader XI or equivalent
- You will also need access to a phone, printer, photocopier and scanner
- Adobe Flash Player 10 or higher
- Camera

Specific requirements for Mac OS users:

- Mac OS X v 10.5 or higher (Mac OS X v 10.6 or higher is recommended)
- 1 gigahertz (GHz) or faster Intel processor (2GHz or faster recommended)

Specific requirements for Windows users:

- Microsoft Windows XP or higher (Windows 7 or higher is recommended)
- 1 gigahertz (GHz) or faster processor (2GHz or faster recommended)

**Course Delivery**

- **Online learning – Self Paced**
  Your training program is delivered via online self-paced learning. Candidates are guided through the program with the assistance self-instructed learning materials, and online support from a Workforce Training & Development trainer/assessor.

- **RPL**
  A formal online process for recognising skills and knowledge, RPL takes into account previous studies you may have completed as well as life and work experiences. You may be granted credits or exemptions for some units in this course.

- **Face to Face (by arrangement only)**
  The training program can be delivered to groups via face to face classroom delivery. As a part of the group you will be guided through the program by a Workforce Training & Development Trainer.
Course Duration

- **Online learning – Self Paced**
  As the course is online and self-paced, completion rate is at the learner’s discretion. However, learner should aim to complete one unit per month with a total completion time limit of 13 months. An extension can be purchased should further time be required to complete the qualification at an extension fee of AU$ 150 per month or AU$ 350 for 3 months.

  Recommended hrs of study is 17 to 20 hrs per week.

  Where the learner cohort consists of new entrants or inexperienced workers, they may require a longer timeframe of 23 hrs or more per week

- **RPL**
  As the RPL is online and self-paced, completion rate is at the learner’s discretion. However, learner should aim to complete within 7 months. An extension can be purchased should further time be required to complete the qualification at an extension fee of AU$ 150 per month or AU$ 350 for 3 months.

- **Face to Face**
  As per arrangements

Course Subjects/Units

To achieve BSB50215 - Diploma of Business, **8 units** must be successfully completed:

<table>
<thead>
<tr>
<th>Units</th>
<th>Prerequisite Unit(s)</th>
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<tbody>
<tr>
<td>BSBWOR501 Manage personal work priorities and professional development</td>
<td></td>
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<tr>
<td>This unit describes the skills and knowledge required to create systems and process to organise information and prioritise tasks.</td>
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<td>BSBHRM506 - Manage recruitment selection and induction processes</td>
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<tr>
<td>This unit describes the skills and knowledge required to manage all aspects of recruitment selection and induction processes in accordance with organisational policies and procedures.</td>
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<td>BSBMKGS01 Identify and evaluate marketing opportunities</td>
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<tr>
<td>This unit describes the skills and knowledge required to identify, evaluate and take advantage of marketing opportunities by analysing market data, distinguishing characteristics of possible markets and assessing viability of changes to operations.</td>
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<tr>
<td>BSBMGT516 Facilitate Continuous Improvement</td>
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<td>This unit describes the skills and knowledge required to lead and manage continuous improvement systems and processes. Particular emphasis is on the development of systems and the analysis of information to monitor and adjust performance.</td>
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**BSBADM502 Manage meetings**  
This unit describes the skills and knowledge required to manage a range of meetings including overseeing the meeting preparation processes, chairing meetings, organising the minutes and reporting meeting outcomes.

**BSBWRT501 Write persuasive copy**  
This unit describes the skills and knowledge required to interpret a creative brief and evaluate a range of innovative options to write persuasive copy.

**BSBPMG522 Undertake project work**  
This unit describes the skills and knowledge required to undertake a straightforward project or a section of a larger project. It covers developing a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learned for application to future projects.

**BSBRSK501 Manage risk**  
This unit describes skills and knowledge required to manage risks in a range of contexts across an organisation or for a specific business unit or area in any industry setting.

### Course Materials

You will be provided access to learning materials including:

- Learners Guide
- Learners additional resources
- Videos
- Website Links
- Revision Quizzes
- Assessments
- Additional assessment resources

### Payment Options

**PAY UPFRONT:** You have the option to pay course fees upfront utilising either credit card payment or through PayPal.

**PAYMENT PLAN:** Alternatively, you have the option of entering into a payment plan based on monthly or per unit payment
Course Fee

Online learning self-paced – AU$ 4800
RPL – AU$ 1200

Refund Policy

- Students who notify to cancel their enrolment within 5 days of commencement of course/unit and the resources are not downloaded from our Learning Management System can get a full refund however an administration enrolment fee of $250 will be retained.

- Students who notify to cancel their enrolment after 5 days of commencement of course/unit and prior to 1 month will receive a refund of 75% of course fees excluding the enrolment fee of AU$250.

- Students who cancel their enrolment after 1-month of the commencement of training program has commenced will not be entitled to a refund of fees of any fees paid in advance.

The amount retained by Workforce Training & Development is required to cover the costs of staff and resources which will have already been committed based on the student’s initial intention to undertake the training.

Assessment

To successfully complete the course, you will be required to complete a range of assessment activities to test

a) General  
b) Specific and  
c) Performance based knowledge

Assessment may take the form of written, oral questioning, case studies, workplace observations, or third party reports.

Assessment is used to provide candidates with feedback on their progress and to measure their skills and knowledge against the training qualification requirements and those of the industry.

Training outcome

Candidates successfully completing the course will receive a Diploma of Business. Candidates who partially complete the course will receive a Statement of Attainment for the units of competency that they have successfully completed.
Potential career opportunities

- Project Consultant
- Business Coordinator
- Department Manager
- Team Leader
- E-Commerce Manager
- Online Entrepreneur
- Business Unit Manager
- Business Development Manager

Please visit our website for more details & to refer to policies and procedures

http://www.workforceonline.edu.au/