

DIPLOMA OF BUSINESS BSB50215



Overview

This program is aimed at individuals seeking to develop their skills across a range of business functions. The Diploma of Business can be used to compliment other qualifications to provide employer confidence that the candidate can work effectively within a business environment. The Diploma is highly recommended for those working within a business role seeking to formalise their skills.

Entry Requirements

Students are required to have access to a workplace, ideally a work-based project in order to apply the project management principles. This may include a previous workplace, as well as an understanding of the project environment. School leavers will not be enrolled into this qualification.

There are two main pathways into this qualification

. Relevant qualification

Ideally participants should hold a Certificate IV in Business, Certificate IV in Leadership and Management or Frontline Management. However there are a number of other accepted qualifications from industry areas such as Health and Safety.

. Workplace experience

Many students enter this qualification without holding existing qualifications. As the programs are designed based upon the work environment, experience within that environment is an acceptable point of entry. In regards to the Diploma of Business, this may include but not limited to experience within a senior support role including program coordinator, executive officer, team leader, supervisor or leading hand. If you would like to discuss your acceptance based upon your existing experience please contact our friendly team.

Assessments

Post course assessments are required to be completed after the attendance of the face to face workshop. There is no formal exam required for this qualification. Assessments are a mixture of theory and practical based activities.

Student Support

All of our students are assigned to a staff member for ongoing support via phone, email or as available, face to face meetings as required. We encourage students to contact our staff to get the most out of their studies.

Benefits

Upon successful completion of 8 chosen units, participants will be awarded the Diploma of Business BSB50215. The Diploma of Business is highly regarded as the industry standard in the recognition of executive officers, program consultants and program developers.

Participants will undertake learnings to sharpen their skills (as per key skills section) as well as the opportunity to apply business skills and concepts to work-based situations. This will provide participants with the skills they need to work effectively within the business environment as well as the confidence to apply them in a practical setting.

Time Investment

The amount of effort and time required for this qualification is based upon your existing skills and experience. It is suggested that the course take approximately 500 hours of learning. However we find that due to the experience of our learners and the methods by which our programs are structured this is rarely the case.

Delivery Methods

There are three delivery methods and can be blended

. Face to face workshop

Scheduled throughout the year for the general public to attend. Customised in-house corporate courses are also available.

. Online Studies

Students can commence at anytime and have up to 12 months to complete their assessments.

. Recognised Prior Learning

Students can use their previous work experience and qualifications to gain the qualification.

Pathways

There are many options for our students to continue their studies and develop their skills.

. Diploma of Leadership and Management BSB51915

. University Advanced Standing

Students may be eligible to receive up to eight (8) units of credit (120 credit points) towards Edith Cowan University Bachelor of Business. Please contact the Edith University Student Recruitment Centre for the latest information including eligibility requirements.



Recommended Units

BSBMGT502 Manage people performance

This unit describes the skills and knowledge required to manage the performance of staff who report to them directly. Development of key result areas and key performance indicators and standards, coupled with regular and timely coaching and feedback, provide the basis for performance management.

BSBWOR501 Manage personal work priorities and professional development

This unit describes the skills and knowledge required to create systems and process to organise information and prioritise tasks.

BSBMGT403 Implement continuous improvement

This unit describes the skills and knowledge required to implement the organisation's continuous improvement systems and processes. It covers using systems and strategies to actively encourage the team to participate in the process, monitoring and reviewing performance, and identifying opportunities for further improvements.

BSBFIM502 Manage payroll

This unit describes the skills and knowledge required to establish and monitor security procedures for managing organisational payroll services and to calculate and process salary payments, group taxation and related payments.

Please note that this qualification is made up of eight (8) elective units and students can request different units to study other than supplied here.

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.

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.

BSBHRM506 Manage recruitment, selection and induction processes

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.

BSBHRM513 Manage workforce planning

This unit describes the skills and knowledge required to manage planning in relation to an organisation's workforce including researching requirements, developing objectives and strategies, implementing initiatives and monitoring and evaluating trends.



Thank you so much! You have been absolutely wonderful! One of the most organised, well run training providers I have had.