

## BSB50207 Diploma of Business

This qualification provides the skills and knowledge to develop skills across a wide range of business functions. All training is within the Australian Qualification Framework (AQF) and is therefore a nationally recognised qualification. Where eligible, this training is delivered with Victorian Government funding.

## Enrolment

Applicants 15 years and older can apply. Students from disadvantaged groups are encouraged to apply. Enrolment is via AVTES.

## Recognition of Prior Learning

RPL is available to all applicants and a portfolio is requested on enrolment.

## Course Duration

This course is a self paced competency based program. It can be undertaken and completed at your own pace. Enrolment periods last for 12 months.

## Course Rules

There are no prerequisite requirements for individual units. Entry into the qualification is via completion of Certificate IV in Business or other relevant qualification or relevant vocational experience. This course requires the completion of 8 units as described in the next section.

## Employment Prospects

Upon successful completion of this qualification, students will be able to perform roles such as executive officer or program coordinator.

## Further Training Opportunities

Opportunities exist for further studies in Advanced Diploma of Business courses.

## Course Structure

### GENERAL UNITS (Six)

Units must be selected from the units listed below. No more than three units may be selected from any one area.

### BUSINESS ADMINISTRATION UNITS (Maximum of 3)

BSBFIM502A	Manage payroll
BSBADM502B	Manage meetings
BSBADM503B	Plan and manage conferences
BSBADM504B	Plan or review administration systems
BSBADM506B	Manage business document design and development

### MANAGEMENT UNITS (Maximum of Three)

BSBINM501A	Manage an information or knowledge management system
BSBPMG510A	Manage projects
BSBRISK501A	Manage risk
BSBWOR501A	Manage personal work priorities and professional development

### HR MANAGEMENT UNITS (Maximum of Three)

BSBHRM501A	Manage human resources services
BSBHRM502A	Manage human resources management information systems
BSBHRM504A	Manage workforce planning
BSBHRM505A	Manage remuneration and employee benefits
BSBHRM506A	Manage recruitment, selection and induction processes
BSBLED502A	Manage programs that promote personal effectiveness

### MARKETING UNITS (Maximum of Three)

BSBMKG501B	Identify and evaluate marketing opportunities
BSBMKG502B	Establish and adjust the marketing mix
BSBMKG507A	Interpret market trends and developments
BSBMKG514A	Implement and monitor marketing activities

### ELECTIVES (Maximum of Two)

Electives may be chosen from any of the previous general units listed, the BSB07 Business Services training package or another endorsed training package specific to your workplace. One unit may be selected from a Certificate IV or Advanced Diploma qualification. Other training packages available at AVTES are:

- Retail
- Hospitality

If you are interested in choosing units out of any of these training packages, you will need to consult your trainer for specific options to determine the units best suited to your industry.

### Employability Skills

This qualification also encompasses general employability skills required by the business industry including **Communication, Teamwork, Problem Solving, Initiative and Enterprise, Planning and Organising, Self-Management, Learning and Technology.**

