

Diploma of Business – BSB50207

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 (Eight)

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
- BSBR501A 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

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.**

