



## BSB50215 Diploma of Business

### WHAT IS THE QUALIFICATION ABOUT?

This qualification 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.

Conversely, it may also apply to those with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to develop in order to create further educational and employment opportunities

### COURSE ENTRY REQUIREMENT

There are no training package entry requirements for this qualification.

New England College entry requirements include:

- Candidates are to complete a Language Literacy and Numeracy assessment at application for admission which is used to determine the level of support (if any) that may be required or adjustment needed to the training plan on enrolment.

### QUALIFICATION RULES AND UNITS OF COMPETENCY

8 units in total: 8 elective units

The following lists of units of competency have been selected as being an appropriate combination and suitable for industry required outcomes. *Elective can be chosen according to the requirement of the clients*

Unit Code	Unit Title
BSBWOR501	Manage personal work priorities and professional development
BSBADM502	Manage meetings
BSBPMG522	Undertake project work
BSBHRM501	Manage human resources services
BSBMKG501	Identify and evaluate marketing opportunities
BSBMGT403	Implement continuous improvement
BSBRISK501	Manage risk
BSBHRM506	Manage Recruitment, Selection and Induction Process

### HOW LONG WILL IT TAKE?

The anticipated time to complete the course is 6 - 12 months; however, the completion time will vary depending upon the individual learner, the delivery mode, and whether or not Credit Transfers or Recognition of Prior Learning (RPL) applies.



## DELIVERY AND ASSESSMENT

1. Classroom/ Face to Face
2. Workshop sessions
3. Distance/ Online

Training and Assessment will be conducted through a combination of blended learning environments. Both knowledge and practical assessments are required to be completed with a competent outcome for each unit to achieve your certificate.

## CAREER OUTCOMES

Employment outcomes targeted by this qualification may include:

- ✓ Executive officer
- ✓ Program consultant
- ✓ Program coordinator

## PATHWAYS TO FURTHER STUDY

After completing this course, you could enrol into other Diploma or Advanced Diploma Levels or go onto higher education.

## FEES AND CHARGES

Refer to our fees and charges brochure.

Payment plans are available.

## CERTIFICATE ISSUE

A certificate is issued where all 8 units have been deemed competent. A statement of attainment is issued when only some units are deemed competent and the course is not completed in full.

Issuing of your certificate and or statement of attainment occurs within 30 days of last unit being deemed competent, however this may be delayed in the event that you have not provided your Unique Student Identifier (USI) or you have an outstanding debts not finalised.

## ENROLMENT

Enrol either online or contact our Admissions Officers

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