



## **COURSE OUTLINE – BSB50207 Diploma of Business**

BSB50207 Diploma of Business has been developed for individuals with substantial experience in a range of settings and who are seeking to further develop their skills across a wide range of business functions. Students undertaking this course will possess a sound theoretical business skills and knowledge on completion of the course, that they would like to further develop in order to create further educational and employment opportunities.

### **Occupational Roles**

Students who complete the Diploma of Business are able to perform in roles such as:

- Executive Officer
- Program Consultant
- Program Coordinator

### **Learning Outcomes**

Upon successful completion of this course, you will:

- Be able to coordinate advertising research, and create mass print media advertising
- Be able to develop a media plan
- Be able to management operational plans
- Be able to ensure team effectiveness and manage people
- Be able to manage personal work priorities and professional development
- Be able to ensure a safe workplace
- Be able to facilitate continuous improvement strategies and implementation
- Be able to manage workplace information systems
- Be able to facilitate and capitalise on change and innovation
- Be able to manage projects, budgets and financial plans.



## QUALIFICATION REQUIREMENTS

To achieve the Diploma of Business, 8 units must be completed:

- all Eight (8) units

### QUALIFICATION STRUCTURE

<p><b>UNITS OF COMPETENCY</b></p>	<p>BSBADV503B Coordinate advertising research          BSBADV507B Develop a media plan          BSBADV509A Create mass print media advertisements          BSBRSK501A Manage risk          BSBWOR501A Manage personal work priorities and professional development          BSBLED502A Manage programs that promote personal effectiveness          BSBADM504B Plan or review administration system          BSBADM506B Manage business document design and development          BSBFIM502A Manage payroll          BSBADM502B Manage meetings          BSBADM503B Plan and manage conferences          BSBHRM506A Manage recruitment, selection and induction processes          BSBHRM507A Manage separation or termination          BSBHRM509A Manage rehabilitation or return-to-work programs          BSBHRM510A Manage mediation processes          BSBMGT515A Manage operations plan          BSBCUS501A Manage quality customer service</p>
<p><b>PRE-REQUISITE REQUIREMENTS</b></p>	<p>There are no unit pre-requisites for this qualification, except that participants are required to be in a work environment or have access to one, in which to contextualise their learning and to undertake work assessment.</p> <p>Preferred pathways for students considering this qualification include:</p> <ul style="list-style-type: none"> <li>• Achieving the BSB40207 Certificate IV in Business or other relevant qualification, OR</li> <li>• Providing evidence of competency in the majority of units required for the BSB40207 Certificate IV in Business or other relevant qualification/s, OR</li> <li>• With vocational experience in a range of work environment in senior support roles but without a qualification</li> </ul> <p>Students will need to complete a Language, Literacy and Numeracy Assessment to ensure competency to undertake the Diploma of Business.</p> <p>Entry Requirements – Australian Year 10 or IELTS 6 or TOEFL equivalent.</p> <p>If participants do not pass the Language, Literacy and Numeracy Assessments, our Student Liaison Officer will discuss alternative training pathways and support before enrolment into the qualification is allowed.</p>
<p><b>MINIMUM DURATION</b></p>	<p>To ensure that you complete your qualification and obtain the required skills, knowledge and employability skills, the duration for this qualification is as follows:</p> <ul style="list-style-type: none"> <li>• Classroom based delivery – 12 months or 42 weeks (3 days per week, 9am-4.30pm),</li> </ul>



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- self-paced work, assessment in the workplace and 200 hours of vocational placement
- Indirect support - self-paced work, phone, email, teleconference, assessment in the workplace, trainers available at training campus, access to computer lab and 200 hours of vocational placement.

## WHAT DOES COLLEGE AUSTRALIA DO FOR YOU?

College Australia provides you with all the tools to get you trained and into the management sector as soon as possible. Our courses include:

- All text books and assessment paperwork
- Small class sizes up to 20 students
- Trainers on site to assist students
- Additional support – indirect support via phone, email and self-paced work

## RECOGNITION OF PRIOR LEARNING (RPL)

Recognition of Prior Learning also referred to as RPL, can promote accelerated training by recognising existing skills through a fast-tracked assessment process. RPL suits people who have:

- Work skills and knowledge
- Paid or unpaid work experience
- Life experience

Credit transfer is where you are given credit for modules or units of competency you have successfully completed at College Australia or another training organisation. Please ask College Australia staff for further information about RPL and Credit Transfer.

## ASSESSMENTS

You will be assessed in order to be deemed competent for each unit of competency. Assessments may include observations, giving presentations, completing workplace tasks and written work. You will be provided with assessment due dates on the assessment cover sheets. The work you submit is retained by College Australia for audit purposes. You are encouraged to always keep a copy of your submitted assessments.

## POST QUALIFICATION SUPPORT

In accordance with Australian Qualification Training Framework (AQTF) requirements, College Australia will issue your Certificate and/or Statement of Attainment within 21 days of completed and sign-off by the assessor and RTO Operations Manager. Your Certificate and/or Statement of Attainment will be forwarded via Registered Post, so please ensure that you provide us with your current mailing address. If you move after the commencement of your course, please advise our friendly staff who will be happy to update your details on our Records Management system.

College Australia's supporting your career doesn't stop once you have completed your qualification through our comprehensive partnership network College Australia can connect you with employers and employment agencies in your area to assist you in finding the career option you're looking for.

## CONTACT DETAILS

For more information please contact College Australia- Student Liaison Officer:

**58 Hope Street, South Brisbane QLD 4101**

**T & F: 07 3123 1330**

**E: [swo@collegeaustralia.edu.au](mailto:swo@collegeaustralia.edu.au)**

**W: [www.collegeaustralia.edu.au](http://www.collegeaustralia.edu.au)**



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## **TIMETABLE**

For participants undertaking the Diploma of Business, you will be provided with a timetable of scheduled training sessions during your induction day.