



Diploma of Business (BSB50207)

Course Overview

This qualification reflects the role of 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. This qualification is also suited to the needs of individuals with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to further develop in order to create further educational and employment opportunities.

Qualification

Upon successful completion of this course participants will be awarded the nationally recognised qualification Diploma of Business BSB50207.

Course Requirements

8 units of competency must be completed from the lists below. Units must be relevant to the work outcome and/or local industry requirements.

Workplace Effectiveness	
Code	Unit Title
BSBWOR501A	Manage personal work priorities and professional development

Human Resource Management	
Code	Unit Title
BSBHRM506A	Manage recruitment, selection and induction processes
BSBHRM509A	Management rehabilitation or return-to-work programs
BSBHRM501A	Manage Human Resources Services

Marketing	
Code	Unit Title
BSBMKG514A	Implement and Monitor Marketing Activities

Financial Administration	
Code	Unit Title
BSBFIM502A	Manage payroll

Project Management	
Code	Unit Title
BSBPMG510A	Manage projects

Risk Management	
Code	Unit Title
BSBRSK501A	Manage risk

General Administration	
Code	Unit Title
BSBADM502B	Manage meetings
BSBADM504B	Plan or review administration systems
BSBADM503B	Plan and manage conferences

The above elective units are a guide only. Our experienced and highly qualified training staff will be able to conduct a Training Needs Analysis and indicate elective units appropriate to the individual's vocational aspirations.

Vocational Outcomes

Career paths may include high level management positions, middle & senior management, team leader or supervisor in a wide range of fields including marketing, retailing, human resources, management, accounting, banking, logistics or administration.

Develop your Employability Skills

The development of Employability Skills is integrated into the delivery and assessment of this qualification. Employability Skills are skills that apply across a variety of jobs and life contexts. There are eight Employability Skills: communication, teamwork, problem solving, initiative and enterprise, planning and organising, self-management, learning, and technology. The Employability Skills Summary lists the elements of each skill that have been identified for this qualification. The summary can be downloaded from <http://employabilityskills.training.com.au/>

Delivery Strategy

Customised Training offers a variety of delivery options including classroom based and on-the-job, allowing participants the freedom to complete this qualification at their own pace under the guidance of one of our trainers. Participants will also be required to complete written assessment tasks.

Prerequisites

No formal learning is required for this qualification; however participants are to be employed in a position relevant to the qualification or will need to arrange a suitable practical placement.

Learning Pathway

Customised Training encourages you to continue learning through either formal or informal pathways. Informal ways of learning include finding a mentor, becoming a member of your industry association or participating in short courses. The formal pathway for this qualification is the Advanced Diploma of Business or you may want to consider a higher education degree or diploma. A helpful career website to refer to is www.myfuture.gov.au

For more information, please contact CTCS today.

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