



## **BSB50215 - DIPLOMA OF BUSINESS**

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 and create further educational and employment opportunities.

### **ENTRY REQUIREMENTS**

There are no pre-requisites for this qualification.  
Preferred pathways into this qualification include:

- BSB40207 Certificate IV in Business or other relevant qualification
- with vocational experience in a range of work environments in senior support roles but without a qualification.

### **OCCUPATIONAL NAMES/EMPLOYMENT OPPORTUNITIES**

Job roles and titles vary across different industry sectors. At the completion of this qualification, individuals will be able to manage in a wide range of organisational and industry contexts. Some job titles may include:

- Project Officer
- Personal Assistant
- Executive Officer
- Office Manager
- Business Manager
- Program Coordinator
- Program Consultant
- Team Leader
- Department Manager
- Administrator

## **CAREER PATHWAY**

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include executive office and program consultant/coordinator.

## **SKILLS RECOGNITION**

If you already have some training, work or life experience in management, team leader role or coordinator, you may be eligible to have your existing skills and knowledge recognised and apply for advanced standing for one or more units. Processes for recognition include:

- Credit transfer
- Mutual recognition
- Recognition by assessment

## **FEE**

The fee for the Diploma in Business is \$5500.00 plus GST. There is no refund 14 days weeks prior to the start of the course. Please refer to ATAC Student Handbook (v19.1) for further details on our website.

## **COURSE OUTCOMES**

Gain the skills required to:

- conducting research to collect and analyse information in a range of reports
- consulting with others to develop a range of plans and reports
- liaising with stakeholders and promoting participative workplace arrangements
- contributing to the development of other team members
- providing feedback on team performance to colleagues and managers
- applying risk management processes to business operations
- dealing with contingencies
- encouraging creative and innovative workplace solutions
- managing, fostering, and facilitating change
- identifying new and emerging opportunities for the business and developing strategies to capitalise on them
- developing systems that are flexible and responsive to changing circumstances
- planning for contingencies and performance of staff and systems
- assisting others to acquire new knowledge and skills to improve team and individual performance
- managing own time and priorities

## **DELIVERY ARRANGEMENTS**

The Diploma program is typically delivered over a minimum 8-month period using a blend of on and off the job approaches. We combine group learning sessions with self-directed reading, summative assessment projects and research activities that combined we have allowed up to 600 hours for total volume of learning at Diploma level. The qualifications can be fast-tracked, depending on current competencies of the learner as well as their available time in completing the requirements. For learners completing the qualification via traineeship arrangements, we recommend a minimum of 24 hours of face-to-face group training sessions for Diploma level (8 units x 3 hours each). In this way learners can learn from each other while being guided by an experienced facilitator.

## PATHWAYS

This qualification can be completed via any of these flexible pathways:

### RPL

If you have skills and experience to meet all the competencies of any unit/s, and can demonstrate/document that competency, then you may apply for RPL (recognise prior learning) at \$350.00 plus GST per unit. Please contact our office for more details of this assessment-only process and an application form. Learners should allow 600 hours (12-15 hours/week) to complete the qualification in this format regardless; however, this is assuming that they are able to provide sufficient and current evidence.

### GROUP SESSIONS

There may be several people in your organisation that can come together for a series of training sessions in your workplace, or an agreed alternate location. We have an 8-session ideal structure for Diploma, however, the amount of time face-to-face can be discussed and agreed depending on the current competencies of the participants and viability of them coming together. This involves a combination of summative and formative assessments that include research, written tasks, and demonstration activities.

### FLEXIBLE

It may not be possible or preferential to co-ordinate face-to-face sessions so we can also assist you with the qualification via post, email and phone support. Learners should allow up to 600 hours regardless.

### BLENDED APPROACH

You may prefer a combination of face-to-face sessions supported by email support and telephone conference. We can structure a program by incorporating all these options.

## COURSE STRUCTURE

To achieve a Business Diploma, 12 units must be completed, as listed below. In all cases elective units ideally, they must be relevant to the work outcome, local industry requirements and the qualification level.

Core Units	
BSBCRT511	Develop critical thinking in others
BSBFIN501	Manage budgets and financial plans
BSBOPS501	Manage business resources
BSBSUS511	Develop workplace policies and procedures for sustainability
BSBXCM501	Lead communication in the workplace
Elective Units	
BSBSTR501	Establish innovative work environments
BSBPMG430	Undertake project work
BSBOPS505	Manage organisational customer service
BSBINS501	Implement information and knowledge management systems
BSBTWK401	Build and maintain business relationships
BSBOPS502	Manage business operational plans
BSBSTR502	Facilitate continuous improvement