BSB50120
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:

➢ BSB40120 Certificate IV in Business or other relevant qualification

Or

➢ 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 of Business is $4500.00 and the there is no refund two weeks prior to start of the course. Please refer to ATAC Student Handbook (v19.1) further detail on our website.

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P. +617 5547 8598 E.
admin@atac.qld.edu.au
W. www.atac.qld.edu.au
(RTO No.45556)

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 12-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 768 hours for total volume of learning at Diploma level.

PATHWAYS

This qualification can be completed via any of these pathways as follows. We offer flexibility with this qualification.

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). Please contact our office for more details of this assessment-only process and an application form. Learners should allow 768 hours 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, at our training venue. We have a 12-unit 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 through the qualification via post, email and phone support. Learners should allow up to 768 hours regardless.

BLENDED APPROACH

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

COURSE STRUCTURE

Units of Competency To achieve a Diploma of Business, 12 units must be completed, including 5 core and 7 elective units. BELOW ARE THE UNITS MAKING UP THIS QUALIFICATION OFFERED BY AUSTRALIAN TECHNICAL & AGRICULTURAL COLLEGE.

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**

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