BSB50215 Diploma of Business

**Note to students:** *Training is provided by MGTD Pirii (RTO88194) with Qualifications and Statements of Attainment issued by Parasol EMT Pty Ltd (RTO2551)*

This qualification reflects the role of individuals with substantial experience in a range of settings 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 develop in order to create further educational and employment opportunities. Typical job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include executive officer, program consultant and program coordinator.

**Entry Requirements**

There are no entry requirements for this qualification; however students will require well developed Language, Literacy and Numeracy skills to be able to work within advanced business concepts. They will be required to explain the meaning of the concepts contained within this level of business practice and be able to use numeracy skills to conduct medium to high level calculations and work within mathematical formulae and concepts.

**Pathways into the qualification**

Preferred pathways for candidates considering this qualification include either BSB40215 Certificate IV in Business or other relevant qualification or other vocational experience in a range of work environments in senior support roles but without a qualification.

**Duration and Study Options**

Candidates undertaking this process/course will have up to 24 months (2 years) for completion using one of the following study options – Normal completion time is within 12 months (1 year):

- **Face to Face Learning** allows participants to attend a five (5) day face to face training workshop covering the basic theory for the units of competency. Assessments and practical requirements are completed post workshop no later than 24 months (2 years) from the first day of the workshop.
- **The 1 on 1 coaching model** allows participants to attend our training centre in Malaga and complete all of their learning and assessments under guidance from a resident trainer. Assessments are completed as the students undertake coaching with practical requirements being completed no later than 24 months (2 years) from commencement.
- **Distance education** gives participants the flexibility to complete the course at their own pace within the stipulated course timeframes without the need to attend face to face workshops. Assessments and practical requirements are to be completed no later than 24 months (2 years) from commencement. This option is available via our eLearning portal or using printed workbooks and learner guides with the option of written assessment or on-line assessment.
- **Recognition of Prior Learning (RPL)** may be undertaken by candidates who are able to provide valid, sufficient, current and authentic evidence of competency through demonstration of the required learning and skills outcomes using our RPL portfolio of evidence workbooks.

**Learning Outcomes**

On successful completion of the course students will have, among many, the skills and knowledge to:
• Review and improve policies and procedures, manage systems effectively and plan and review effective administration systems and procedures
• Manage projects efficiently and develop project plans and administer until the project has been finalised
• Manage their own performance and professional development and the ability to use a range of strategies to develop further competence
• Manage meetings and report outcomes
• Implement risk management across the organisation
• Design, produce and manage business documentation, plan and implement financial management approaches and monitor and control finances
• Lead and facilitate teamwork, manage staff to deliver quality customer service
• Promote and coordinate conferences and/or prepare, deliver and review a presentation

Total number of units = 8

8 elective units

6 of the elective units must be selected from the units listed below. No more than 3 units may be selected from any one group.

2 elective units may be selected from elective units listed below, from this Training Package or from any current accredited course or endorsed Training Package at this qualification level or Certificate IV or Advanced Diploma level.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

**Group A**

**Advertising**
- BSBADV503 Coordinate advertising research
- BSBADV507 Develop a media plan
- BSBADV509 Create mass print media advertisements
- BSBADV510 Create mass electronic media advertisements
- BSBMKG523 Design and develop an integrated marketing communication plan

**Writing**
- BSBWRT501 Write persuasive copy

**Group B**

**E-business**
- BSBEBU501 Investigate and design e-business solutions

**Financial administration**
- BSBFIM502 Manage payroll

**General administration**
- BSBADM502 Manage meetings
- BSBADM503 Plan and manage conferences
- BSBADM504 Plan or review administrative systems
- BSBADM506 Manage business document design and development
IT building and implementation
BSBITB501 Establish and maintain a workgroup computer network

Group C

Human resource management
BSBHRM501 Manage human resources services
BSBHRM502 Manage human resources management information systems
BSBHRM513 Manage workforce planning
BSBHRM505 Manage remuneration and employee benefits
BSBHRM506 Manage recruitment, selection and induction processes
BSBHRM507 Manage separation or termination
BSBHRM509 Manage rehabilitation or return-to-work programs
BSBHRM510 Manage mediation processes

Learning and development
BSBLDS02 Manage programs that promote personal effectiveness

Group D

Marketing
BSBMKG501 Identify and evaluate marketing opportunities
BSBMKG502 Establish and adjust the marketing mix
BSBMKG506 Plan market research
BSBMKG507 Interpret market trends and developments
BSBMKG508 Plan direct marketing activities
BSBMKG509 Implement and monitor direct marketing activities
BSBMKG510 Plan e-marketing communications
BSBMKG514 Implement and monitor marketing activities
BSBMKG515 Conduct a marketing audit

Public relations
BSBPUB501 Manage the public relations publication process
BSBPUB502 Develop and manage complex public relations campaigns
BSBPUB503 Manage fundraising and sponsorship activities
BSBPUB504 Develop and implement crisis management plans

Group E

Continuity
BSBCON601 Develop and maintain business continuity plans

Information management
BSBINM501 Manage an information or knowledge management system

Innovation
BSBINN501 Establish systems that support innovation
BSBINN502 Build and sustain an innovative work environment

Intellectual property
BSBIPR501 Manage intellectual property to protect and grow business
Management
BSBMGT403 Implement continuous improvement

Project management
BSBPMG522 Undertake project work

Risk management
BSBRSK501 Manage risk

Sustainability
BSBSUS501 Develop workplace policy and procedures for sustainability

Workplace effectiveness
BSBWOR501 Manage personal work priorities and professional development

Nominal Hours: 405

Fees (Retail)
Recognition of Prior Learning (RPL) – $1,449.00 (GST Free)
ELearning or Distance Learning $ 1,949.00 (GST Free) – includes resources and materials
Face to Face or 1 on 1 coaching option $ 2,239.00 (GST Free) – includes resources and materials
Courses are also available for delivery within the workplace or for groups – please contact us at admin@mgtdpirii.edu.au for a quotation

MGTD Pirii takes its social responsibilities seriously and will, where practicable, offer assistance and support to students wishing to undertake courses of study and/or qualifications. Where a student receives government assistance or concession MGTD Pirii will offer concessional rates – subject to documented proof of concession. We will also offer payment terms in order to assist students where practicable.

This course is delivered under an agreement with Parasol EMT Pty Ltd (RTO2551)