BSB50215 DIPLOMA OF BUSINESS
CRICOS Code: 087214M

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.

Duration
Full time - 26 weeks

Mode of Study
On Campus

Further Study Pathways
After achieving this Diploma individuals may undertake Advanced Diploma level qualifications within the BSB07 Business Services Training Package such as:
• BSB60215 Advanced Diploma of Business

Assessment
Assessment is both formative and summative and may include a combination of role play, activities, projects, written assessments and case studies.

Entry Requirements
• Successful completion of Certificate IV in Business or equivalent
• Minimum English level of IELTS 5.5 or equivalent. Candidates originating from student visa assessment levels 1 and 2 without the required IELTS score can undertake SCEI's English Proficiency Test. For more information on student visa assessment levels, refer to Department of Immigration and Border Protection (DIBP) website (http://www.border.gov.au)
• Moderate level of computer literacy required
• Participants must also be aged 18 or above

Campus Available
Melbourne, Adelaide

Relevant job titles include:
• Executive officer
• Program consultant
• Program coordinator

Units of Competency

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<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>BSBADM502</td>
<td>Manage meetings</td>
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<tr>
<td>BSBADM506</td>
<td>Manage business document design and development</td>
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<tr>
<td>BSBHRM506</td>
<td>Manage recruitment, selection and induction processes</td>
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<tr>
<td>BSBMPG522</td>
<td>Undertake project work</td>
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<tr>
<td>BSBMGT403</td>
<td>Implement continuous improvement</td>
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<tr>
<td>BSBHRM513</td>
<td>Manage workforce planning</td>
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<tr>
<td>BSBWORK501</td>
<td>Manage personal work priorities and professional development</td>
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<tr>
<td>BSBLED502</td>
<td>Manage programs that promote personal effectiveness</td>
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