BSB50215 DIPLOMA OF BUSINESS

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

Individuals may also be eligible for credit against a bachelor degree at a variety of universities. For further information see the pathways brochure at www.scei.edu.au or contact individual universities.

Employment Opportunities
This course may provide individuals with employment opportunities as an executive or consultant.

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

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

Entry Requirements
To ensure an appropriate learning opportunity, candidates need to demonstrate a capacity to undertake study at Diploma level, this can be demonstrated via the following:
• Successful completion of Year 11 or the equivalent level of study or mature aged entry
• Successful completion of SCEI’s Language, Literacy and Numeracy test OR successfully completed an accredited Language, Literacy and Numeracy test
• Participants must be aged 18 or above

Campus Available
Melbourne, Adelaide

Units of Competency

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<th>Units of Competency</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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<td>BSBPMG522</td>
<td>Undertake project work</td>
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<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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<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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