



Diploma of Business BSB50207



About this course

This course reflects the roles of individuals with substantial experience in a range of settings and 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 further develop in order to create further educational and employment opportunities.

The Diploma of Business has been developed under the Australian Qualifications Framework and it is a Nationally Recognised Course.

What does the Diploma of Business include?

The Diploma of Business reflects the role of individuals across a wide variety of different industry sectors. Possible job titles relevant to this qualification may include Executive Officers, Managers, Program Consultants or Program Coordinators. Their role may be aligned to any industry or organisational setting.

You will have the opportunity to meet other course participants at course related 2 day workshops, held approximately every third week. During these workshops we will facilitate the development of skills through working groups, industry networking and mentoring to enhance your knowledge and participation in the course.

The course consists of eight units of competence:

- | | |
|---------------|--|
| 1. BSBWOR501A | Manage personal work priorities and professional development |
| 2. BSBRSK501A | Manage risk |
| 3. BSBADM502B | Manage meetings |
| 4. BSBHRM504A | Manage workforce planning |
| 5. BSBHRM506A | Manage recruitment, selection and induction processes |
| 6. BSBHRM501A | Manage human resources services |
| 7. BSBLED502A | Manage programs that promote personal effectiveness |
| 8. BSBPMG510A | Manage Projects |

Upon successful completion of the course, participants will receive a Qualification for the Diploma of Business.

How long will it take to complete the Diploma of Business?

The Diploma of Business is self-paced distance education based and enhanced for student benefit with periodic workshops held for each subject. Students may complete the course in 6 months through diligent application or take up to 12 months.



Diploma of Business

BSB50207



How will I obtain the Diploma of Business?

The schedule for delivery of the Diploma of Business will be a combined delivery method of distance learning and optional attendance for 8 x 2 day workshops held approximately every third week.

Students will be assessed through a variety of methods. They will complete a series of workbook activities, participate in classroom group activities and submit a course relevant project.

Email, telephone and face to face support services are available to assist you complete your training.

Can I apply for Recognition of Prior Learning?

Recognition of Prior Learning (RPL) is a formal process for recognising skills and knowledge, RPL takes into account previous studies you may have completed as well as life and work experiences. You may be granted credits or exemptions for some units or partial units in this course.

Evidence of Recognition of Prior Learning may take a variety of forms including certificates, references from past employers, testimonials from clients, assessment interview, work samples that all contribute to the required evidence of competence..

For further information please see our Recognition of Prior Learning/Current Competence policy on our website: <http://futurestaff.com.au/policies.php#competence>

Fee information

Upon acceptance of enrolment, the first invoice for \$621 per semester in 2010 will be issued for administrative fees, flexible payment options are available. A semester is a 6 months period from the time of enrolment.

Jobseekers and those in receipt of Centrelink benefits may be eligible for a concession, refer to our enrolment application form for details. Eligible enrollees are required to pay a \$51.00 concession fee.

Further information

How to apply

For further information and enrolment application forms please email acole@futurestaff.com.au or call **Amanda Cole or Scott Bates on 0410 431 247 or 1300 559 666**

The Productivity Places Program (PPP) is funded by the NSW Government in partnership with the Australian Government and is a skills and training initiative targeted at Existing Workers and Job Seekers in industries experiencing skills shortages and for industries of strategic importance. (www.productivityplaces.deewr.gov.au)