

Diploma of Business



Descriptor

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 in order to create further educational and employment opportunities.

Possible Job Titles

- Executive Officer
- Program Consultant
- Program Coordinator

Mode of delivery

This course is delivered to domestic students in face-to-face classes of 20 hours per week or mixed mode (face-to-face and online and on-the-job).

Assessment

Assessment for this qualification is by written reports, case studies, projects, role plays, written assessments and third party reports as well as portfolios of evidence and workplace reports.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is available to all students applying for this qualification. Conditions apply. RPL is the recognition of your current skills and knowledge acquired through prior learning from other training, work or life experience.

Target Groups

Students with substantial experience in a business environment or those wishing to develop such skills to increase their job opportunities.

COURSE DURATION

52 weeks

UNITS OF COMPETENCY:

- BSBADM502 Manage meetings
- BSBFIM502 Manage payroll
- BSBADM504 Plan and implement administrative systems
- BSBHRM506 Manage recruitment, selection and induction processes
- BSBLED502 Manage programs that promote personal effectiveness
- BSBPMG522 Undertake project work
- BSBINM501 Manage an information or knowledge management system
- BSBWOR501 Manage personal work priorities and professional development

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