

# Diploma of Business

BSB50207

## Overview

Training for Work's Diploma of Business is designed for students who are either new or existing workers in the business sector that are seeking to develop and enhance their skills, knowledge and competencies working in an office/business environment. The qualification provides training in managing projects and meetings, planning administration systems and implementing and monitoring marketing activities.

The Diploma of Business is delivered one-on-one over a period of 12 to 24 months with up to 9 x 1 to 1.5 hour training and assessment visits at the student's workplace by a qualified and experienced Industry Training Consultant.

## Entry Criteria

To enrol in Training for Work's Diploma of Business, students must be:

- an Australian citizen or permanent resident; and
- currently employed in the business sector as an executive officer, program or project coordinator, etc.

People with disabilities are encouraged to enrol.

## Programme Structure

Students are required to complete all units listed below.

BSBADM506B

Manage business document design and development

BSBPMG510A

Manage projects

BSBADM502B

Manage meetings

BSBADM504B

Plan or review administration systems

BSBINM501A

Manage an information or knowledge management system

BSBLED502A

Manage programs that promote personal effectiveness

BSBMKG514A

Implement and monitor marketing activities

BSBWOR501B

Manage personal work priorities and professional development

*Please note: The units of competency listed are in alphabetical/numerical order based on code.*

*A summary of the employability skills students will develop through this qualification can be downloaded from <http://employabilityskills.training.com.au/>*



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## Recognition of Prior Learning (RPL)

Training for Work will offer all students RPL. Students may be eligible to receive recognition of prior learning for units based on their work experience and training they have previously undertaken.

## Credit Transfer

Training For Work will offer all students Credit Transfer. Students may be eligible for credit transfer when they have previously completed the identical unit or a unit deemed equivalent by the training package author / developer.

## Assessment

Students will be assessed in each unit using a combination of assessment tasks. The combination of assessment tasks will include:

- written assessment activities;
- a final assessment/project; and
- a manager/peer review.

Students are required to satisfactorily complete all assessment tasks for each unit.

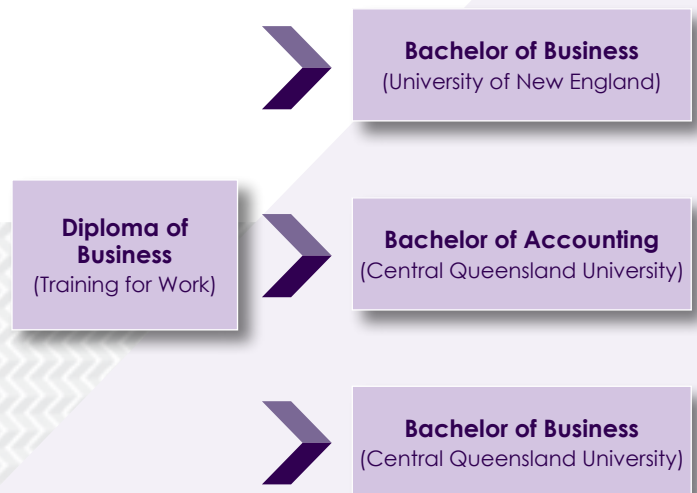
For each unit students will receive an outcome of satisfactory (i.e. competent) or unsatisfactory (i.e. not yet competent). Students who do not satisfactorily complete a unit will be provided feedback and the opportunity to review and resubmit assessment tasks. No additional fees are charged for students who resubmit assessment tasks.

## Support Services

Students may contact their allocated Industry Training Consultant at any time via telephone or email to request support. Support may include, but is not limited to, assistance with assessment tasks and language, literacy and numeracy.

## Pathways

Students who successfully complete Training for Work's Diploma of Business have the opportunity to further their studies and undertake a Bachelor degree by distance education/online learning with three leading Australian Universities.



## Fee Agreement

### For students located in New South Wales

This training is funded by the NSW Government in partnership with the Commonwealth Government.

### For students located in all other Australian States / Territories

Dependent on individual student circumstances, Training for Work in conjunction with the relevant State / Territory and the Commonwealth Government may be able to access a subsidy or incentive to cover the cost of training.



**Government funded  
places available**

Call 1300 885 720  
for further information