

BSB50207 Diploma of Business



ELECTUS

Qualification:	Nationally recognised Diploma of Business
Course overview:	This qualification is intended for existing management and/or office/administration employees, individuals wishing to advance their business career, and individuals seeking to upgrade their skills and knowledge in the business environment.
Prerequisite:	None
Content:	8 units of competency
Government Funding:	This qualification is available under a Contract of Training (Traineeship) and may attract government funding.
Delivery duration:	Classroom and online mentoring and assessment – 12 months and/or Recognition of Prior Learning (RPL) – 6 months If you have worked in the workplace for some time and have the requisite skills and knowledge you may apply and submit evidence to gain this qualification via the RPL process.
Study Pathways:	As a graduate of this course you are eligible to enrol in: <ul style="list-style-type: none">• Advanced Diploma of Business or other Advanced Diploma Qualifications
Career Opportunities:	Graduates will gain the skills and knowledge for various business and management roles.

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Select 5 core units, select your desired specialist stream and then select 3 units from that stream

Core Management Units (select 5)		
BSBADM502B	Manage meetings	
BSBADM503B	Plan and manage conferences	
BSBADM506B	Manage business document design and development	
BSBPMG510A	Manage projects	
BSBR501A	Manage risk	
BSBWOR501A	Manage personal work priorities and professional development	

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OR

Human Resources (select 3)		
BSBHRM501A	Manage human resources services	
BSBHRM504A	Manage workforce planning	
BSBHRM506A	Manage recruitment, selection and induction processes	
BSBLED502A	Manage programs that promote personal effectiveness	

Marketing		
BSBMKG501B	Identify and evaluate marketing opportunities	
BSBMKG506B	Plan market research	
BSBMKG509A	Implement and monitor direct marketing activities	

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BSBADM502B Manage meetings

This unit describes the performance outcomes, skills and knowledge required to manage a range of meetings including overseeing the meeting preparation processes, chairing meetings, organising the minutes and reporting meeting outcomes.

BSBADM503B Plan and manage conferences

This unit describes the performance outcomes, skills and knowledge required to plan, promote and coordinate conferences, ensuring follow up procedures are incorporated.

BSBADM506B Manage business document design and development

This unit describes the performance outcomes, skills and knowledge required to establish standards for the design and production of organisational documents and to manage document design and production processes to ensure agreed standards are met.

BSBPMG510A Manage projects

This unit describes the performance outcomes, skills and knowledge required to manage a straightforward project or a section of a larger project. This unit addresses the management of projects including the development of a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learnt for application to future projects.

BSBR501A Manage risk

This unit describes the performance outcomes, skills and knowledge required to manage risks in a range of contexts across the organisation or for a specific business unit or area.

BSBWOR501A Manage personal work priorities and professional development

This unit describes the performance outcomes, skills and knowledge required to manage own performance and professional development. Particular emphasis is on setting and meeting priorities, analysing information and using a range of strategies to develop further competence.

BSBHRM501A Manage human resources services

This unit describes the performance outcomes, skills and knowledge required to plan and oversee and deliver human resources services. It is not specific to any given human resources function and deals with the coordination of services and approaches. This unit takes an overview of human resources services and includes business ethics.

BSBHRM504A Manage workforce planning

This unit describes the performance outcomes, skills and knowledge required to plan workforce strategies to achieve organisational goals and objectives. It includes aligning workforce objectives with business plans, analysing labour market trends and predictions, and designing strategies and succession plans to ensure a competent and appropriately diverse workforce is available to meet anticipated changes.

BSBHRM506A Manage recruitment, selection and induction processes

This unit describes the performance outcomes, skills and knowledge required to manage all aspects of the recruitment selection and induction processes in accordance with organisational policies and procedures.

BSBLED502A Manage programs that promote personal effectiveness

This unit describes the performance outcomes, skills and knowledge required to manage programs within a health and wellbeing focus. The unit addresses the management of the range of programs that would typically be associated with health and wellbeing such as stress management, smoking cessation, exercise, Employee Assistance Programs (EAPs).

BSBMKG501B Identify and evaluate marketing opportunities

This unit describes the performance outcomes, skills and knowledge required to identify, evaluate and take advantage of marketing opportunities by analysing market data, distinguishing the characteristics of possible markets and assessing the viability of changes to operations.

BSBMKG506B Plan market research

This unit describes the performance outcomes, skills and knowledge required to plan market research by identifying market research needs, defining market research objectives, identifying data gathering approaches and developing a market research plan.

BSBMKG509A Implement and monitor direct marketing activities

This unit describes the performance outcomes, skills and knowledge required to implement, monitor and evaluate the effectiveness of direct marketing activities in accordance with an organisation's marketing plan.

Employability Skills - The following table contains a summary of the employability skills for this qualification.

Employability Skill	Industry/enterprise requirements for this qualification include
Communication	<ul style="list-style-type: none">• Conducting research to collect and analyse information in a range of reports• Consulting with others to develop a range of plans and reports• Liaising with stakeholders and promoting participative workplace arrangements• Negotiating solutions to new and emerging issues
Teamwork	<ul style="list-style-type: none">• Contributing to the development of other team members• Providing feedback on team performance to colleagues and managers
Problem solving	<ul style="list-style-type: none">• Applying risk management processes to business operations• Assessing financial viability of new opportunities and matching organisational capability with market needs
Initiative and enterprise	<ul style="list-style-type: none">• Encouraging creative and innovative workplace solutions• Identifying new and emerging opportunities for the business and developing strategies to capitalise on them• Managing, fostering and facilitating change
Planning and organising	<ul style="list-style-type: none">• Developing systems that are flexible and responsive to changing circumstances• Planning for contingencies and performance of staff and systems
Self management	<ul style="list-style-type: none">• Dealing with contingencies• Managing own time and priorities• Taking responsibility as required by work role and ensuring all organisational policies and procedures are adhered to
Learning	<ul style="list-style-type: none">• Assisting others to acquire new knowledge and skills to improve team and individual performance
Technology	<ul style="list-style-type: none">• Using electronic communication devices and processes such as internet, intranet, email to produce written correspondence and reports• Using technology to assist the management of information and to assist the planning process

Training Program

Your training program will take approximately 20 months to complete and will be customised to suit your requirements and timetable. It will be a combination of:

- Classroom training sessions
- Online Computer Training
- Workplace experience
- Mentoring
- Assignments
- Review sessions

Throughout the training program you will have formal review and assessment sessions to ensure that the elements of competency are being achieved and to ensure that your skill development is progressing as planned.

The role of Electus (your RTO)

Electus will have the multiple roles of co-ordinator, trainer, assessor and mentor. Electus will be responsible for:

- Co-ordinating your training and assessment program
- Monitoring training and skills development progress and provide assistance to you where necessary
- Delivering classroom training as per your training plan
- Visiting you in the work place to provide on-the-job mentoring and coaching
- Visiting you in the work place to conduct on-the-job assessments
- Checking your portfolio of evidence and developing an action plan for the next on-the-job training and assessment period.
- Providing support and advice throughout the training and assessment program

Your role

It is expected that you will:

- Undertake all training sessions and complete all assessment assignments as per your training program
- You will make every effort to achieve the competencies specified in your training plan.
- Maintain the records of assessment in your training manual.
- Submit assignments by agreed due dates.
- Immediately discuss any problems relating to your training program with your assessor or workplace supervisor.