

BSB50215 Diploma of Business

Suggested program outline

Business Units

BSBADM502

Manage meetings 30hrs

BSBADM504

Plan and implement administrative systems 50hrs

BSBADM506

Manage business document design and development 80hrs

BSBHRM506

Manage recruitment, selection and induction processes 60hrs

BSBLED502

Manage programs that promote personal effectiveness 60hrs

BSBWOR501

Manage personal work priorities and professional development 60hrs

BSBINN502

Build and sustain an innovative work environment 50hrs

BSBMGT403

Implement continuous improvement 40hrs

Western Business School is a registered training organisation delivering nationally recognised training. We have a commitment to helping people achieve their learning goals in a fun and supportive learning environment.

Western Business School provides specialised industry training for anyone considering a career and employment within the Business industry.

How can training benefit you?

- A Nationally Recognised qualification upon successful completion of the course
- Fun and flexible delivery of training and assessment by experienced industry trainers and assessors
- The opportunity to choose a career path through recognised qualifications
- Learning of new skills
- Develop your existing skills further, Pathways from the qualification or have your existing skills recognised with a nationally recognised qualification
- Meet new people and gain confidence in your employment skills!

Preferred pathways for candidates considering this qualification include:

- BSB40215 Certificate IV in Business or other relevant qualification

OR

- with vocational experience in a range of work environments in senior support roles but without a qualification.

Pathways from the qualification

BSB60215 Advanced Diploma of Business or a range of other Advanced Diploma qualifications.

What content is covered in the training?

BSB50215 Diploma of Business

The Diploma of Business is suited for 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.

The qualification is tailored by Western Business School to expand your skills base in a developing "green economy".

Successful completion will provide students with the ability to gain employment in a range of administrative services.

Such job roles may include:

- Executive Officer
- Program Consultant
- Program Co-ordinator
- Executive I Assistant
- Office Manager



Melbourne

9/651 Victoria St
Abbotsford
VIC 3067

p 1300 656 461
f 1300 360 179

Sydney

Suite 2/190 George St
Parramatta
NSW 2150

p 1300 760 099
f 1300 760 077

Queensland

1a / 45 Cordelia St
South Brisbane,
QLD 4101

p 1300 311 272
f 1300 422 940

Units

Participants need to complete 8 units of competency.

Who can undertake the training?

Our entry requirements are for students to have excellent skills in office suite programs, communication, written and spoken English.

The pre-requisites for this course are:

There are no pre-requisites for this course.

How often do the courses run and what is their duration?

The course is run within your workplace and we work in with you. It is expected you will take 1- 2 years to complete your course.

How is the course trained and assessed?

The course consists of both theory and practical elements and is completed via assessment within the workplace.

Assessment is used to provide you with feedback on your progress and to measure your skills and knowledge against the training qualification requirements and those of the industry.

The assessment process will include written and practical demonstration, observation and will normally require some time away from the working desk completing assignments and self-paced exercises.

Recognition of Prior Learning (RPL)

If you believe you are already competent in a number of skills through your work or life experience, then these skills may be formally recognised via our RPL program.

As part of the RPL assessment your existing skills and knowledge will be assessed against a range of industry standards by a qualified assessor. You can

demonstrate your competence in a variety of ways including performing tasks, sharing your anecdotes about how you carry out tasks in the workplace or providing work samples.

Benefits of applying for RPL:

- It can accelerate you through your qualification.
- A qualification may assist you with getting a promotion, job security, a change in career or even a pay rise.
- It can help your studies to be interesting and challenging (as you are not learning things you already know).
- Reduced study load.
- Better planning of future training.

Credit Transfer

Credit Transfer is the process where the Western Business School accepts and provides credit to you for units of competency that you have previously completed at another training organisation. If you believe you have a Certificate of Qualification or Statement of Attainment for any units previously completed Western Business School will confirm the unit and award a Credit Transfer to you.

Benefits of applying for Credit Transfer

- It can accelerate you through your qualification.
- Reduced study load.
- Better planning of future training.

What will I expect

Duration – 2 years.

With regular contact with your Trainer/ Assessor, a minimum of 5 visits to your workplace, and support from both your employer and workplace supervisors, you'll gain your nationally recognised qualification with plenty of on the job practice! Are you ready to commence your career?

Where do I start?

Are you currently undertaking a traineeship?

Yes

Discuss this opportunity with your Trainer or Industry Consultant.

No

Apply for a position today and receive a Nationally Recognised Qualification on successful completion.

Start now:

<http://www.wpcgroup.org.au/job-seekers/submit-your-resume>

Training and employment services are available to all clients regardless of ethnicity, gender, age, marital status, sexual orientation, physical or intellectual impairment.

WBS adheres to principles of access and equity.

Western Business School encourages individuals with disabilities to apply.

VIC

This training is delivered with Victorian and Commonwealth Government Funding. Where government subsidies apply, please note enrollment into this course will impact your access to future subsidised training. You may not be eligible for further subsidised training and you may exhaust your entitlement to lifetime limits of undertaking training in courses at the same level. Upon successful completion of this qualification, you may only access subsidised training if upskilling.

Would you like more information?

Contact our friendly team at Western Business School (TOID: 4183) on 1300 656 461

www.wbs.org.au

Tuition fees only apply for this course. Information on our website www.org.au/student-information/planning-for-training/fees-and-charges

More information can be found in our participant hand book

Employers are welcome to sponsor their trainees and pay all tuition fees.

Please contact our Administration Department for more information.

Course Fee Information

BSB50215 DIPLOMA OF BUSINESS			
VICTORIAS [^]			
	Tuition Fees	Concession	Fee for service
With Skills First funding	\$ 2,700.00		\$ 5,000.00
Fortnightly instalment	\$ 135.00		\$ 250.00
Estimated contribution	\$ 1,800.00		
NEW SOUTH WALES**			
	Tuition Fees	Concession	Fee for service
Smart & Skilled funding	\$1,000.00	\$240.00	\$5,000.00
Fortnightly Instalment	\$50.00	\$12.00	\$250.00
QUEENSLAND			
	Tuition Fees	Fortnightly instalment	
Tuition fees	\$5,000.00	\$250.00	

[^] This training is delivered with Victorian and Commonwealth Government Funding.
******This training is subsidised by the NSW Government.

Fee Information

- The student tuition fees as published are subject to change given individual circumstances at enrolment.
- All materials are inclusive. No other fees are associated with this course.
- WBS does not hold more than \$1500 in advance for training yet to be delivered and participants will not prepay more than \$1500 in advance.
- Further information can be found in our Fees and Charges Policy available from www.wbs.org.au

Western
Business
School

RTO: 4183

Western Business School is a registered trading name of WPC Group Ltd