

# Diploma of Business

Career skills for the teams of tomorrow



The Diploma of Business is tailored by Western Business School (WBS) to expand on the professional skills required for a fast paced modern economy and is suited to individuals with experience in a range of settings, who are seeking to broaden and develop their business acumen. Successful completion will empower students to gain employment in leadership and supervisory roles within their preferred career pathway.

**Such job roles typically include, but are not limited to:**

- **Executive Officer** • **Program Consultant**
- **Program Coordinator** • **Executive Assistant**
- **Office Manager**

## Your Choice of Study Pathways

### Units of Study

For a full list of available electives visit [wbs.org.au](http://wbs.org.au)

BSBADM502

Manage meetings 30hrs

BSBHRM506

Manage recruitment, selection and induction processes 60hrs

BSBLED502

Manage programs that promote personal effectiveness 60hrs

BSBHRM510

Manage mediation processes 60hrs

BSBWOR501

Manage personal work priorities & professional development 60hrs

BSBINN502

Build and sustain an innovative work environment 50hrs

BSBMGT403

Implement continuous improvement 40hrs

BSBWOR502

Lead and manage team effectiveness 60hrs

WBS is a registered training organisation delivering nationally recognised training.

We are committed to help you achieve your learning goals in an enjoyable and supportive learning environment.

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## At a Glance

- A nationally recognised qualification upon successful completion
- Training and assessment by experienced industry experts
- A choice of career pathways moving forward
- Developing skills to a higher level and recognition of prior learning
- Make valuable professional connections and gain self-confidence

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**How many units can I do?** Participants need to complete 8 units of competency

**Who can undertake the training?** Our entry requirements are for students to have very good computer skills, excellent communication skills and be proficient in written and spoken English.

**Course pre-requisites?** 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. Throughout the duration of your training program, you will be provided with feedback on your progress, ensuring you have the skills and knowledge required at the time of assessment. The assessment process will include written and practical activities, which include demonstration and observation of your skills. Some time away from your work station, completing assignments and self-paced exercises is required.

**What is 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.

**What are the benefits of applying for RPL?**

- It can accelerate you through your qualification
- It recognises your experience as valuable
- Reduces your study load.

**What is a Credit Transfer?** Credit Transfer is the process in which WBS 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.

**What are the benefits of applying for Credit Transfer?**

• A Credit Transfer can accelerate you through your qualification, help reduce study load and allow for better future training planning. NSW The Smart and Skilled website is available for you to access at any time. <https://smartandskilled.nsw.gov.au/> or call 1300 772 104. The General Manager of WBS is the delegated Consumer Protection Officer and can be contacted on 1300 656 461. Refer to your website for details relating to any complaints and/or appeals.

VIC 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.

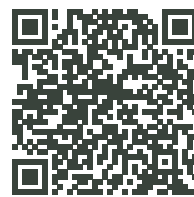
## Getting Started

Are you currently undertaking a traineeship?

Discuss this opportunity with a Trainer or Industry Consultant

Yes

No



Register Online

[https://wpc.jobreadygateway.com.au/apprentice\\_registration/step\\_one/new](https://wpc.jobreadygateway.com.au/apprentice_registration/step_one/new)

WBS adheres to principles of access and equity

Training and employment services are available to all clients regardless of ethnicity, gender, age, marital status, sexual orientation, physical or intellectual impairment. Western Business School encourages individuals with disabilities to apply.

## Course Fee Information

BSB50215 DIPLOMA OF BUSINESS			
DELIVERY WITH GOVERNMENT FUNDING			
VICTORIA <sup>^</sup>			
	Tuition Fees	Concession	
With Skills First funding	\$2,700.00	-	
Fortnightly instalment	\$135	-	
Estimated Victorian Government contribution		\$1,800.00	
<small><sup>^</sup> This training is delivered with Victorian and Commonwealth Government Funding.</small>			
NEW SOUTH WALES <sup>**</sup>			
	Tuition Fees	Concession	
Smart & Skilled funding	\$0.00	\$0.00	
Fortnightly Instalment	\$0.00	\$0.00	
<small>** This training is subsidised by NSW Government &amp; delivered through Fee Free Traineeship initiative</small>			
FEE FOR SERVICE DELIVERY			
	NSW	QLD	VIC
Locations	✓	✓	✓
Tuition fees	\$5,000.00		
Fortnightly instalment	\$250.00		
<small>The student tuition fees as published are subject to change given individual circumstances at enrolment.</small>			
<small>All materials are inclusive. No other fees are associated with this course.</small>			
<small>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.</small>			

## Would you like more information?

Contact our friendly team at Western Business School (TOID: 4183)  
Phone: 1300 656 461  
Download the Participant Handbook at [www.wbs.org.au](http://www.wbs.org.au)