



BSB50207 Diploma of Business

What's it about

This qualification reflects the role of individuals with substantial experience in a range of settings who are seeking to further develop their skills across a wide range of business functions. This qualification is also suited to the needs of individuals 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.

What job could it help me to get

- executive officer
- program consultant
- program coordinator.

Then what

Preferred pathways for candidates considering this qualification include:

BSB40207 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

BSB60207 Advanced Diploma of Business or a range of other Advanced Diploma qualifications

What needs to be completed

8 elective units of competence are required to complete this qualification within the specific requirements as set out below:

6 of the elective units must be selected from the units listed below. No more than **3** units may be selected from any one group.

2 elective units may be selected from elective units listed below, from this Training Package or from any current accredited course or endorsed Training Package at this qualification level or Certificate IV or Advanced Diploma level.

Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

OK so how do I do it

Option One: One on One Training

You can have the training as an individual. This allows you to have the training delivered at your own pace in a timeframe that suits you. We come to you and deliver training that fits into your work/life requirements. All assessments are completed at a pace that suits your needs.

Option Two: Classroom Training

All your learning and assessment for each of the units is delivered in a classroom environment with other students.

For classroom training to occur we need a minimum of **5** students.

We can deliver our training in a number of QLD locations. We have a portable classroom set-up whereby we have 10 computers and a Trainer available.

Option Three: Recognition of Prior Learning (RPL)

If you've had lots of experience in this industry or similar in the past; you may be eligible for RPL?

Recognition of Prior Learning means that you don't require the training but rather you just need to be assessed on each unit.

You will need to draw on all your past experiences so that you can demonstrate that you have already acquired the knowledge and skills. You may be eligible for some units through the RPL process whilst other units may require some training.

See below an example of BSB50207 Diploma of Business training plan(s) for core, stream, recommended and elective units, (if applicable) as per Grouping Requirements as offered by Work Skills

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<u>Code</u>	<u>Unit Name</u>
<i><u>Elective Units</u></i>	
BSBWOR501B	Manage personal work priorities and professional development
BSBMGT403A	Implement continuous improvement* (Certificate IV)
BSBADM503B	Plan and manage conferences
BSBADM504B	Plan and review administrative systems
BSBADM502B	Manage meetings
BSBPMG522A	Undertake project work
BSBWOR502B	Ensure team effectiveness
BSBMGT515A	Manage an operational plan



Language, Literacy and Numeracy

Every qualification has an expected level of language, literacy and numeracy requirement. Therefore at the commencement of a qualification we will ensure that the student's ability to comprehend LL&N is recognised and any issues that may impact on the opportunity to succeed in completing the qualification are identified. Work Skills works offers support solutions i.e. additional training time, additional support from an industry or LL&N specialist, different methods of assessment and more. Essentially we do all we can so that you achieve your qualification.

How long will it take?

A flexible approach is offered by Work Skills to deliver the training and assessment. The nominal duration to complete this qualification is **36** months fulltime.

If this qualification is completed as part time or as a School based student (SAT) then the nominal period of **72** months applies and in the case of SAT's the maximum "time completion framework per year" applies.

As this training is competency based, students are able to complete the volume of learning at a pace that sees completion before the expiry of these time frames however the completion dates can vary from student to student but will not exceed the nominal duration.

What Now?

Train them...don't blame them!

Phone us on :

Email for more info:

Go to:

1300 360 567

info@workskills.com.au

www.workskills.com.au

or

or

or

Scan this QR and go straight to us for more

Its really that easy and you can be on your way

