

# Diploma of Business (BSB50207)

## ABOUT THE PROGRAM

The Diploma of Business is a Nationally Accredited Course which provides graduates with the skills and knowledge required to perform effectively as an executive officer, program consultant or program coordinator in an organisation.

Graduates of the Diploma of Business will have gained knowledge and awareness of business management practices, an understanding of the dynamics and principles underlying effective organisations, as well as the necessary skills to competently function within small or large business units.

## WHO SHOULD TO THIS QUALIFICATION?

The Diploma of Business reflects the role of individuals with substantial experience in a range of settings, who are seeking to develop their skills across a wide range of business functions. Their role may be in any industry or organisational setting.

The Diploma of Business requires a sound theoretical knowledge base and business management competencies to plan, carry out and evaluate own work or the work of a team.

## QUALIFICATION CERTIFICATION

Upon successful completion of this course you will receive the nationally recognised Diploma of Business (BSB50207).

Students who do not complete all units will be eligible for a Statement of Attainment in partial completion of the Diploma.

## FOLLOWING COMPLETION

Graduates will be ready to use their skills and knowledge in training and assessing roles or choose to undertake BSB60207 Advanced Diploma of Management or a range of other Advanced Diploma qualifications

## COURSE CONTENT

To gain a Diploma of Business (BSB50207), candidates must successfully complete 8 units; which can be selected from the following (subject to packaging rules).

- BSBHRM506A Manage Recruitment, Selection and Induction Processes
- BSBPMG522A Undertake Project Work
- BSBRSK501B Manage Risk
- BSBWOR501B Manage Personal Work Priorities and Professional Development
- BSBWRT501A Write Persuasive Copy
- BSBADM502B Manage Meetings
- BSBMGT515A Manage Operational Plans
- BSBWHS501A Ensure a Safe Workplace
- BSBWOR502B Ensure Team Effectiveness
- BSBFIM501A Manage Budgets and Financial Plans
- BSBMGT502B Manage People Performance
- BSBADM506B Manage Business Document Design and Development
- BSBADM504B Plan or Review Administration Systems
- BSBMGT403A Implement Continuous Improvement
- BSBHRM504A Manage Workforce Planning

## ENTRY REQUIREMENTS

There are no prerequisites for entry into the program although participants should have reasonable language, literacy and numeracy.

Vocational experience as a team leader, supervisor, leading hand or coordinator, and/or Certificate IV in Frontline Management qualification (or other relevant qualifications), would be preferable, along with access to be able to complete projects in your current role



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## DELIVERY METHODS

### Facilitated Workshops

Experienced industry professionals use all the principles of adult learning to deliver interesting and innovative training leaving participants motivated and enthused to use the new tools and techniques in their working environment.

The full program can include:

- Supervisor and participant induction
- Facilitated workshops
- Ongoing evaluation of program (including pre and post measurement of competency to provide a return on investment measurement)
- Celebration of success

### Online Delivery

Here at The Pivot Institute we are leaders in the field with our own Pivot Online Learning System (POLS) which provides participants with all content and resources and online classroom opportunities to cover the content in the Certificate.

### Distance-based Delivery

Self-paced workbooks are provided together with regular facilitator contact.

## LEARNING RESOURCES

All learning resources are provided. These include:

- Quality Learner Guides for each unit of competency
- Access to POLS to provide useful articles and templates and support for participants regardless of their chosen delivery method
- Ongoing facilitator support
- Relevant handouts and journal articles
- Program material can be customised and branded for your own organisation

## RECOGNITION OF PRIOR LEARNING

RPL is an assessment process that enables an applicant to gain recognition of skills and knowledge regardless of how they were achieved. This may include formal or informal learning, work experience, or general life experience. Where RPL is granted you do not have to participate in further training and assessment for skills and knowledge that you already possess.

For more information on RPL please contact us at The Pivot Institute



## ASSESSMENT METHODS

The Pivot Institute assessments are aimed at adding value to the individual and their organisation. Assessment with The Pivot Institute is true to the units of competency, but is tailored to the needs of the individual and the organisation. This means that where possible we ensure that the assessment fits into what you are doing in your workplace as part of your daily workplace activities. The result is an assessment that is meaningful and valuable to both the participant and the organisation.

## HOW LONG WILL IT TAKE?

The following is a guide outlining the approximate time it will take to complete the Diploma of Business, depending on the time commitment you are able to manage:

Study Hours Per Week	Estimated Time to Complete
15	6 months
7	1 year
5	1.5 years
3.5	2 years

## For further information, please contact:

The Pivot Institute

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