



BSB50215

DIPLOMA OF BUSINESS

The Diploma of Business is a nationally accredited course which provides graduates with skills and knowledge required to perform effectively as executive officers, program consultants or program coordinators in an organisation.

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

Target Group

This qualification would apply to individuals with various job titles including executive officers, program consultants and program coordinators.

Entry Requirements

- Working in, or aspiring to work in, a supervisory role
- Solid language, literacy and numeracy skills
- Computer literacy
- Access to a computer and internet.

Pre-requisites

None.

Cost

*\$3800 (GST free).

Methods of Delivery

- Customised programs
- Facilitated virtual delivery
- Supported distance delivery
- Recognition of prior learning (RPL).

Duration

12 months.

Outcome

Nationally Recognised Qualification.

*The Student tuition fees are indicative only and are subject to change given individual circumstances at enrollment. Additional fees may apply such as student service and resource fees.



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DIPLOMA OF BUSINESS

ABOUT THE PROGRAM

BLOCK 1 - MANAGING YOURSELF, OTHERS & MEETINGS

- BSBWOR501 - Manage Personal Work Priorities & Professional Development 22nd - 24th Feb 2020
- BSBMGT502 - Manage People Performance 22nd - 24th Feb 2021
- BSBADM502 - Manage Meetings

BLOCK 2 - MANAGE CONTINUOUS IMPROVEMENT & WORKFORCE PLANNING

- BSBWOR502 - Lead and Manage Team Effectiveness 17th & 19th May 2021
- BSBMGT403 - Implement Continuous Improvement
- BSBHRM513 - Manage Workforce Planning (online)

BLOCK 3 - PROJECT MANAGEMENT & RECRUITMENT

- BSBPMG522 - Undertake Project Work 22nd & 23rd July 2021
- BSBHRM506 - Manage Recruitment, Selection & Induction Processes

DELIVERY METHODS

FACILITATED VIRTUAL DELIVERY

Here at The Pivot Institute, we are leaders in the field with our own Pivot Online Learning System (POLS). Virtual face-to-face participants will be set up on our leading online learning platform; the Pivot Online Learning System (POLS). This platform provides students with the content, resources and assessment documentation necessary to complete the course. Participants will attend virtual classrooms with industry leading facilitators. Participants can start the course anytime and will be required to book in and attend sessions via Zoom. Printed workbooks, assessment documentation and all resources are provided and posted to students.

SUPPORTED DISTANCE DELIVERY

Supported distance delivery participants will be set up on our leading online learning platform; the Pivot Online Learning System (POLS). This platform provides participants with all learning materials and resources to cover the content in the certificate. Printed workbooks, assessment documentation and all resources are provided and posted to students. Participants receive regular facilitator contact to support them throughout the duration of the course.

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.

