



PIVOT
institute

training excellence

THE PIVOT INSTITUTE

ENROLMENT OUTLINE & APPLICATION KIT

TIME TO STAND OUT

BSB50215

Diploma of Business



NATIONALLY RECOGNISED
TRAINING

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PROGRAM STRUCTURE AND CONTENT

The 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 a 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. 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.

The program is delivered in three clusters. These clusters can be attended in any order. Enrolment into our Supported Distance Program is available at any time.

MANAGING YOURSELF, OTHERS & MEETINGS

BSBWOR501 - Manage Personal Work Priorities & Professional Development

BSBMGT502 - Manage People Performance

BSBADM502 - Manage Meetings

MANAGE TEAM LEADERSHIP, CONTINUOUS IMPROVEMENT & WORKFORCE PLANNING

BSBWOR502 - Lead and Manage Team Effectiveness

BSBMGT403 - Implement Continuous Improvement

BSBHRM513 - Manage Workforce Planning (via online, supported distance delivery).

PROJECT MANAGEMENT & RECRUITMENT

BSBPMG522 - Undertake Project Work

BSBHRM506 - Manage Recruitment, Selection and Induction Processes.

Perth Workshop Dates 2020 and 2021

24-26 February 2020

OR

22-24 February 2021

BSBWOR502 - 18 May 2020

BSBMGT403 - 20 May 2020

OR

BSBWOR502 - 17 May 2021

BSBMGT403 - 19 May 2021

BSBPMG522 - 6 July 2020

BSBHRM506 - 8 July 2020

OR

BSBPMG522 - 19 July 2021

BSBHRM06 - 21 July 2021

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.

We offer a public schedule of courses or we can design a program to suit your organisation. (minimum numbers apply).

SUPPORTED DISTANCE DELIVERY

Here at The Pivot Institute, we are leaders in the field with our own Pivot Online Learning System (POLS). POLS provides participants with all content and resources and online classroom opportunities to cover the content in the Qualification. Printed self-paced workbooks are provided, together with regular facilitator contact, to support the delivery of the program.

You may choose to complete the qualification with a combination of learning methods.

LEARNING RESOURCES

All learning resources are provided. These include:

- Quality Learner Guides for each cluster of units
- Access to Pivot Online Learning System (POLS) to provide full course material and support for participants regardless of their chosen delivery method
- Ongoing facilitator support
- Relevant handouts and journal articles
- Program material which can be customised and branded for your own organisation.

RECOGNITION OF PRIOR LEARNING

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 for skills and knowledge that you already possess.



ASSESSMENT METHODS

SOMETHING ABOUT OUR ASSESSMENT

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, whilst ensuring you have the knowledge and skills as outlined in the Unit of Competency.

HOW LONG WILL THE QUALIFICATION TAKE ME?

The average time it takes to complete varies significantly depending on the skills and knowledge you already hold relevant to management and leadership.

If, for example, you are attending the facilitated classes and completed the relevant activities, you would still need to allow the following suggested time* to complete the assessments for competency in the qualification.

STUDY HOURS PER WEEK

ESTIMATED TIME TO COMPLETE

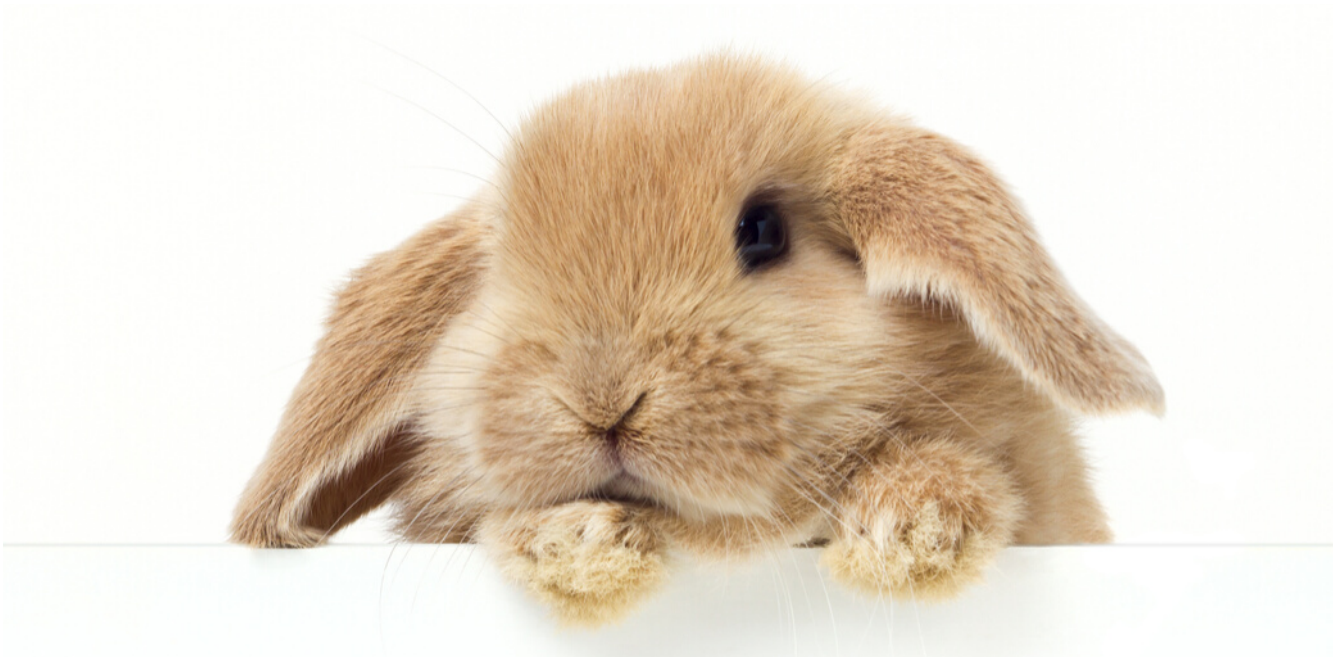
20 Hours

6 Months

10 Hours

12 Months

IS THIS THE COURSE FOR ME?



ASK YOURSELF Do you have the required technological and software skills in order to undertake the program? E.g. can you navigate your way around the web, download documents, upload files etc?

Will you be able to complete the work which will require practice opportunities related to:

- teamwork
- project management
- continuous improvement
- recruitment and more?

Have you considered recognition of prior learning? If so, then please ensure you are familiar with what it entails and the required process.

Are you aware of what your choice of program involves and do you have enough information to ensure suitability of the course?

Have you discussed with our team any extra information that needs to be considered for you to complete the course?

Do you have access to the appropriate environment that is required for the completion on the program?



LANGUAGE, LITERACY AND NUMERACY REQUIREMENTS

THE BSB50215 DIPLOMA OF BUSINESS REQUIRES A HIGH LEVELS OF WRITTEN AND ORAL COMMUNICATION SKILLS

All training qualifications nationally have an individual level of language, literacy and numeracy competency that it required to be met. In order to gain a comprehensive understanding of your language, literacy and numeracy level, we have included a questionnaire for you to complete by you on page 6.

If the required level of language, literacy and numeracy is not met, then you will be redirected to an LLN program in order to support you as required. You will be able to find support regarding language, literacy and numeracy through the following providers:

ORGANISATION

WESTERN AUSTRALIA ADULT LITERACY COUNCIL

WWW.WAALC.ORG.AU

AUSTRALIAN COUNCIL FOR ADULT LITERACY

[ACAL.EDU.AU/
IN](http://ACAL.EDU.AU/IN)

(03) 9546 6892

THE READING WRITING HOTLINE

[WWW.READINGWRITING
HOTLINE.EDU.AU](http://WWW.READINGWRITING
HOTLINE.EDU.AU)

1300 655 506

READ WRITE NOW!

[WWW.READ-WRITE-
NOW.ORG](http://WWW.READ-WRITE-
NOW.ORG)

(08) 9427 1393

QUESTIONNAIRE

This allows us to ensure that we provide training and assessment which meets your needs. Please provide detailed answers as this forms part of the application process.

QUESTION

ANSWER

Why do you wish to study this program?

Please describe your educational background?

Please describe what you do in your current or previous role OR provide a resume and job description of your current or previous role.

Are you comfortable using programs such as word, excel and PowerPoint? Please describe your experience in using these programs.

Taking into consideration the information you have about the program, do you have any concerns that might prevent you from progressing through this course?



STEPS TO GAINING THE QUALIFICATION

1

- ENROLMENT
- Complete this enrolment application and attached any requested documentation
- Upload and email to enquiries@pivot.edu.au

2

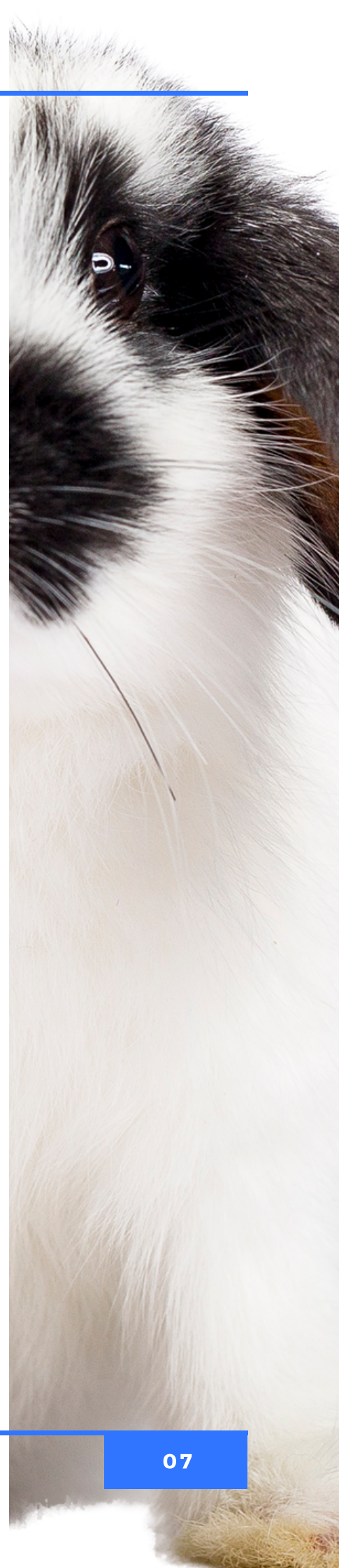
- PARTICIPATION
- Engage in the course
- Complete all additional study activities

3

- SUBMISSION
- Complete and submit assessments for each cluster of units
- Complete any re-submissions (if required)

4

- QUALIFICATION ISSUE
- When all assessment requirements have been completed you will be awarded the relevant qualification



Please complete all the
relevant sections of this
application kit, save and
email to:
enquiries@pivot.edu.au



The Pivot Institute

Enrolment Form



Course applying for

Course name: _____

Preferred method of delivery: _____

Course dates: _____

Personal details

1. Enter your full name *

Family name (surname) _____

Given names _____

* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names.

2. Enter your birth date

Day/month/year | | |

3. Gender (Tick ONE box only)

Male ☐

Female ☐

Other ☐

4. Enter your contact details

Home phone _____ Work phone _____

Mobile _____ Email address _____

Alternative email address (optional) _____

5. What is the address of your usual residence?

Please provide the physical address (street number and name **not** post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home.

Building/property name _____

Flat/unit details _____

Street or lot number (e.g. 205 or Lot 118) _____

Street name _____

Suburb, locality or town _____

State/territory _____

Postcode _____

6. Identification

Please provide details for one of the forms of identity listed below.

Australian Driver's Licence _____ Medicare Card _____

7. What is your postal address (if different from above)?

Building/property name	_____
Flat/unit details	_____
Street or lot number (e.g. 205 or Lot 118)	_____
Street name	_____
Postal delivery information (e.g. PO Box 254)	_____
Suburb, locality or town	_____
State/territory	_____
Postcode	_____

Language and cultural diversity

8. In which country were you born?

Australia	<input type="checkbox"/> 1101	_____
Other – please specify		_____

9. Do you speak a language other than English at home?

(If more than one language, indicate the one that is spoken most often)

No, English only	<input type="checkbox"/> 1201	_____
Yes, other – please specify		_____

10. Proficiency in English

Very Well	<input type="checkbox"/>	_____
Well	<input type="checkbox"/>	_____
Not very Well	<input type="checkbox"/>	_____

11. Are you of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

No	<input type="checkbox"/> 4	_____
Yes, Aboriginal	<input type="checkbox"/> 1	_____
Yes, Torres Strait Islander	<input type="checkbox"/> 2	_____

3 (yes to both)

Disability

12. Do you consider yourself to have a disability, impairment or long-term condition?

Yes	<input type="checkbox"/> Y	_____
No	<input type="checkbox"/> N	No – Go to question 13

13. If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

(You may indicate more than one area) Please refer to the Disability supplement (available from The Pivot Institute) for an explanation of the following disabilities.

Hearing/deaf	<input type="checkbox"/> 11	_____
Physical	<input type="checkbox"/> 12	_____
Intellectual	<input type="checkbox"/> 13	_____
Learning	<input type="checkbox"/> 14	_____
Mental illness	<input type="checkbox"/> 15	_____
Acquired brain impairment	<input type="checkbox"/> 16	_____
Vision	<input type="checkbox"/> 17	_____
Medical condition	<input type="checkbox"/> 18	_____
Other	<input type="checkbox"/> 19	_____

Schooling

14. What is your highest COMPLETED school level? (Tick ONE box only)

If you are currently enrolled in secondary education, the *Highest school level completed* refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the *Highest school level completed* is Year 9.

Year 12 or equivalent	<input type="checkbox"/> 12	
Year 11 or equivalent	<input type="checkbox"/> 11	
Year 10 or equivalent	<input type="checkbox"/> 10	
Year 9 or equivalent	<input type="checkbox"/> 09	
Year 8 or below	<input type="checkbox"/> 08	
Never attended school	<input type="checkbox"/> 02	Never completed any primary or secondary level education – go to question 16

15. In what year did you complete your schooling? _____

16. Are you still enrolled in secondary or senior secondary education?

Yes	<input type="checkbox"/> Y
No	<input type="checkbox"/> N

Previous qualifications achieved

17. Have you ever SUCCESSFULLY completed any of the following qualifications listed below?

If YES, tick ANY applicable boxes.

Bachelor degree or higher degree	<input type="checkbox"/> 008
Advanced diploma or associate degree	<input type="checkbox"/> 410
Diploma (or associate diploma)	<input type="checkbox"/> 420
Certificate IV (or advanced certificate/technician)	<input type="checkbox"/> 511
Certificate III (or trade certificate)	<input type="checkbox"/> 514
Certificate II	<input type="checkbox"/> 521
Certificate I	<input type="checkbox"/> 524
Other education (including certificates or overseas qualifications not listed above)	<input type="checkbox"/> 990

Employment

18. Of the following categories, which BEST describes your current employment status?

(Tick ONE box only)

For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).

Full-time employee	<input type="checkbox"/> 01
Part-time employee	<input type="checkbox"/> 02
Self employed – not employing others	<input type="checkbox"/> 03
Self employed – employing others	<input type="checkbox"/> 04
Employed – unpaid worker in a family business	<input type="checkbox"/> 05
Unemployed – seeking full-time work	<input type="checkbox"/> 06
Unemployed – seeking part-time work	<input type="checkbox"/> 07
Not employed – not seeking employment	<input type="checkbox"/> 08

Study reason

19. Of the following categories, select the one which BEST describes the main reason you are undertaking this course/traineeship/apprenticeship (Tick ONE box only)

To get a job	<input type="checkbox"/> 01
To develop my existing business	<input type="checkbox"/> 02
To start my own business	<input type="checkbox"/> 03
To try for a different career	<input type="checkbox"/> 04
To get a better job or promotion	<input type="checkbox"/> 05
It was a requirement of my job	<input type="checkbox"/> 06

I wanted extra skills for my job	<input type="checkbox"/> 07
To get into another course of study	<input type="checkbox"/> 08
For personal interest or self-development	<input type="checkbox"/> 12
To get skills for community/voluntary work	<input type="checkbox"/> 13
Other reasons	<input type="checkbox"/> 11

Privacy Notice

Privacy Notice

Under the *Data Provision Requirements 2012*, The Pivot Institute is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by The Pivot Institute for statistical, administrative, regulatory and research purposes. The Pivot Institute may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

Unique Student Identifier (USI)

From 1 January 2015, we The Pivot Institute can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVER. If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/students/create-your-usi/> on computer or mobile device.

20. Enter your Unique Student Identifier (USI) (if you already have one)

You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at <https://www.usi.gov.au/faqs/i-have-forgotten-my-usi/>.

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Unique Student Identifier (USI)

STUDENT AGREEMENT		YES	NO
Please TICK below boxes to finalise the enrolment process:			
I acknowledge that I have reviewed a copy of The Client Handbook. This is available on the website at www.pivot.edu.au and outlines the policies and procedures of Pivot as a registered training organisation. (enrolment can only be completed if this has been ticked).		<input type="checkbox"/>	<input type="checkbox"/>
I give my consent to The Pivot Institute that my feedback on course delivery may be used in Pivot marketing materials web and print based e.g. testimonial.		<input type="checkbox"/>	<input type="checkbox"/>
I give my consent to The Pivot Institute to contact other RTO(s) where I have studied to confirm the authenticity of transcripts which may be used for credit transfer or RPL purposes.		<input type="checkbox"/>	<input type="checkbox"/>
Student Signature:		Date:	
This is an Approved Digital Signature <input type="checkbox"/>			

