Diploma of Business BSB50215

Course Overview

This program is aimed at individuals seeking to develop their skills across a range of business functions. The Diploma of Business can be used to compliment other qualifications to provide employer confidence that the candidate can work effectively within a business environment.   The Diploma is highly recommended for those working within a business role seeking to formalise their skills.

Entry Requirements

Students are required to have access to a workplace, this may include a previous workplace, but an understanding of the work environment is required.

Course Benefits

Upon successful completion of 8 chosen units, participants will be awardUpon successful completion of 8 chosen units, participants will be awarded the Diploma of Business BSB50207. The Diploma of Business is highly regarded as the industry standard in the recognition of executive officers, program consultants and program developers.

Participants will undertake learnings to sharpen their skills (as per key skills section) as well as the opportunity to apply business skills and concepts to work-based situations. This will provide participants with the skills they need to work effectively within the business environment as well as the confidence to apply them in a practical setting.

Key Skills

Broadly the Diploma of Business communicates to employers that you have demonstrated the following broad skills: Communication, Teamwork, Problem-solving, Initiative and enterprise, Planning and organising, Self-management, Learning and Technology skills. Further information is contained within each of the units.

Time Investment

The amount of effort and time required for this qualification is based upon your existing skills and experience (find out more on how competency based learning works). It is suggested that the course take approximately 500 hours of learning. However we find that due to our learner profile and the methods by which our programs are structured this is rarely the case.

Units

The Diploma of Business requires the completion of 8 units. The following are those selected by Scope Training in consultation with industry. Alternative units can be selected, please contact our friendly team to arrange.

BSBADM502	Manage meetings	BSBFIM502	Manage payroll
BSBHRM506	Manage recruitment, selection and induction processes	BSBMGT403	Implement continuous improvement
BSBPMG522	Undertake project work	BSBWOR501	Manage personal work priorities and professional development
BSBHRM513	Manage workforce planning	BSBMGT502	Manage people performance

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