

DIPLOMA OF BUSINESS

Vocational Education & Training CODE: DIA, DIB & DIC

This course is being delivered by Prestige Service Training, RTO 31981

Upon completion of this course, certification will be issued by Prestige Service Training

QUALIFICATION: BSB50210 Diploma of Business

COURSE OVERVIEW

<http://training.gov.au> – Please refer to the training.gov.au website for specific information about the qualification. The Diploma is a stand-alone qualification that allows individuals to develop business skills and knowledge to prepare for work. This qualification reflects the role of individuals who perform a range of mainly routine tasks using practical skills and fundamental operational knowledge in a business context, working under some supervision.

DURATION

Two years

COURSE UNITS

To attain a Diploma of Business, 12 units must be achieved:

UNIT CODE	UNIT NAME
BSBCMM411	Make presentations
BSBXCM501	Lead communication in the workplace
BSBPEF501	Manage personal and professional development
BSBSUS511	Develop workplace policies and procedures for sustainability
BSBMKG541	Identify and evaluate marketing opportunities
BSBOPS50	Manage business resources
BSBFIN501	Manage budgets and financial plans
BSBMGT516	Facilitate continuous improvement
BSBHRM525	Manage recruitment and onboarding
BSBOPS504	Manage business risk
BSBPMG430	Undertake project work
BSBSTR502	Facilitate continuous improvement

ASSESSMENT TECHNIQUES

The emphasis in this subject is on completing tasks in a competent manner. Assessment will be delivered using a variety of techniques:

- Projects
- Written and Practical Tasks Teacher Observation
- Computing Tasks

Students must achieve competency for each unit in order to be issued with a full diploma at the completion of this qualification.

SPECIAL REQUIREMENTS

Assessment will be conducted online.

CAREER OPPORTUNITIES & PATHWAYS

Successful completion of this qualification widens tertiary options including degree pathways.

Subject fees for students who undertake a VET Certificate in partnership with an external provider will not be refunded once the transfer of funds has occurred from the College to the external provider and are subject to each organisation's refund policy and procedure.

Disclaimer: "The College must have certain teachers and equipment to run this course. If the school loses access to these resources, the school will attempt to provide students with alternative opportunities to complete the course and the related qualifications. The school retains the right to cancel the vocational component of the course if it is unable to meet requirements."