

## UNIT SELECTIONS

### BSB50215 DIPLOMA OF BUSINESS

LEARNER'S NAME: \_\_\_\_\_

DATE: \_\_\_/\_\_\_/\_\_\_

Delivery method:  Work-based  Classroom blended  Online / Distance blended

Resource type:  Online: Student has access to a computer/laptop and the Internet  
OR  
 Paper-based: Only available upon special request (e.g. no computer/Internet etc.)

Computer skills:  Beginner  Intermediate  Advanced

#### QUALIFICATION RULES

8 elective units are required for this qualification, consisting of:

- 6 of the elective units must be selected from the units listed below. No more than 3 units may be selected from any one group.
- 2 elective units may be selected from elective units listed below, or from any other current qualification on Access Group Training's scope at a Certificate IV or Diploma level.

Please select 6 units from below but no more than 3 units may be selected from any one group:

#### ELECTIVE UNITS GROUP B:

- BSBADM502 Manage meetings
- BSBADM504 Plan and implement administrative systems
- BSBADM506 Manage business document design and development

#### ELECTIVE UNITS GROUP C:

- BSBHRM513 Manage workforce planning
- BSBHRM505 Manage remuneration and employee benefits
- BSBLED502 Manage programs that promote personal effectiveness \*

#### ELECTIVE UNITS GROUP D:

- BSBMKG501 Identify and evaluate marketing opportunities
- BSBMKG506 Plan market research \*
- BSBMKG514 Implement and monitor marketing activities \*

#### ELECTIVE UNITS GROUP E:

- BSBINM501 Manage an information or knowledge management system
- BSBINN502 Build and sustain an innovative work environment
- BSBMGT403 Implement continuous improvement
- BSBRSK501 Manage risk
- BSBSUS501 Develop workplace policy and procedures for sustainability
- BSBWOR501 Manage personal work priorities and professional development.

Please select 2 units from any of the above or from any other qualification as per above rules.  
8 units are to be selected in total.

#### Office Only:

Resources: Precision (paper-based), Didakso-Precision (online)

\*Resources coming soon