

# BSB50215

## Diploma of Business



This qualification equips students with skills across a wide range of business functions; including preparing students to take initiative in the workplace to identify and resolve problems, manage risk, manage work priorities, planning and policy development.



NATIONALLY RECOGNISED  
TRAINING

### Entry Requirements

Applicants will need to show they meet one of the following entry criteria:

- Australian Year 12 or equivalent; OR
- a Certificate IV; OR
- demonstrated skills acquired through work experience; OR
- employed in relevant position with opportunity to acquire skills; OR
- demonstrate through an Admissions Interview, that they have the skills and capability to succeed in the course.

### Course Requirements

8 units of competency are required to complete this qualification. This qualification has a 24 month term for full-time employees and a 36 month term for part-time employees under a traineeship arrangement.

### Recommended course structure\*

Code	Title	Core/Elective
BSBWOR501	Manage personal work priorities and professional development	Elective
BSBSUS501	Develop workplace policy and procedures for	Elective
BSBADM502	Manage Meetings	Elective
BSBADM506	Manage business document design and development	Elective
BSBFIM501	Manage budgets and financial plans	Elective
BSBMGT517	Manage operational plan	Elective
BSBHRM513	Manage workforce planning	Elective
BSBRISK501	Manage Risk	Elective

\*Please speak to one of our Training Consultants about alternative units available.

### Pathways

After achieving this qualification, individuals could progress to a range of Advanced Diploma level qualifications within the Business Services Training Package.



Quality  
ISO 9001  
SAI GLOBAL

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## Job Roles

Possible job roles in this qualification are;

- executive officer
- program consultant
- program coordinator.

Further details on Qualifications and Job Pathways are available from Australian Apprenticeships Training Information Service website: [www.aatinfo.com.au](http://www.aatinfo.com.au), click on search then select your State and Industry.

Call Access Group Training  
today

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