

BSB50207 Diploma of Business



Your Course Guide

BSB50207 Diploma of Business

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The Diploma of Business will provide you with a broad understanding of contemporary business practices, which can be used within a variety of entry level positions in both public and private sectors. This course is ideal for team leaders and those who are starting a career in management.

WHAT WILL YOU ACHIEVE FROM THIS COURSE?

The Diploma of Business is a nationally recognised qualification. The course focuses heavily on:

- Developing your organisational and teamwork skills
- Managing performance and professional development
- Preparing budgets
- Providing leadership across the organisation
- Adding to this the value of a nationally recognised qualification and this is your best way for career advancement.

EMPLOYABILITY SKILLS

The following is a summary of the employability skills for this qualification. This should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification.

The outcomes described here are broad industry requirements that may vary depending on the packaging options.

• Communication

- conducting research to collect and analyse information in a range of reports
- consulting with others to develop a range of plans and reports
- liaising with stakeholders and promoting participative workplace arrangements
- negotiating solutions to new and emerging issues

• Teamwork

- contributing to the development of other team members
- providing feedback on team performance to colleagues and managers



(Continued Page 3)

HOW LONG DOES THE COURSE TAKE?

Face to face:

Courses are conducted either in house or at a convenient location by our highly regarded and skilled facilitators. All courses are customised to your learning needs and compliant with AQTF timelines. Completion durations are flexible.

Distance Learning:

This is the flexible way to gain your desired qualification in your own time at your own speed.

Online:

As with distance learning, you are in control of your learning schedule. The more time you devote to it, the quicker you get your desired qualification.

HOW TO GAIN YOUR QUALIFICATION FASTER

- Fast track with RCC (Recognition of Current Competencies)
- RPL (Recognition of Prior Learning)

ENTRY REQUIREMENTS

- Sufficient literacy and numeracy skills to complete the course
- Access to an Internet connection and computer (Online Learning)

EMPLOYABILITY SKILLS CONT.

- **Problem Solving**

- applying risk management processes to business operations
- assessing financial viability of new opportunities and matching organisational capability with market needs

- **Initiative and Enterprise**

- encouraging creative and innovative workplace solutions
- identifying new and emerging opportunities for the business and developing strategies to capitalise on them
- managing, fostering and facilitating change

- **Planning and Organising**

- developing systems that are flexible and responsive to changing circumstances
- planning for contingencies and performance of staff and systems

- **Self Management**

- dealing with contingencies
- managing own time and priorities
- taking responsibility as required by work role and ensuring all organisational policies and procedures are adhered to

- **Learning**

- assisting others to acquire new knowledge and skills to improve team and individual performance

- **Technology**

- using electronic communication devices and processes such as internet, intranet, email to produce written correspondence and reports
- using technology to assist the management of information and to assist the planning process

This is a summary of employability skills that are typical of this qualification and should not be interpreted as definitive.

COURSE STRUCTURE

You are required to complete 8 units of this qualification. All modules are customised to your specific needs.

UNIT CODE	UNIT NAME	DESCRIPTION
BSBINN501A	Establish systems that support innovation	This unit describes the performance outcomes, skills and knowledge required to conceptualise and establish new systems that support and encourage innovation in the workplace.
BSBWOR501A	Manage personal work priorities and professional development	This unit describes the performance outcomes, skills and knowledge required to manage own performance and professional development. Particular emphasis is on setting and meeting priorities, analysing information and using a range of strategies to develop further competence.
BSBINN502B	Build and sustain an innovative work environment	This unit describes the performance outcomes, skills and knowledge required to create an environment that enables and supports the application of innovative practice.
BSBLED502A	Manage programs that promote personal effectiveness	This unit describes the performance outcomes, skills and knowledge required to manage programs within a health and wellbeing focus. The unit addresses the management of the range of programs that would typically be associated with health and wellbeing such as stress management, smoking cessation, exercise, Employee Assistance Programs (EAPs).

COURSE STRUCTURE CONT.

UNIT CODE	UNIT NAME	DESCRIPTION
BSBPMG510A	Manage projects	This unit describes the performance outcomes, skills and knowledge required to manage a straightforward project or a section of a larger project. This unit addresses the management of projects including the development of a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learnt for application to future projects.
BSBMGT403A	Implement continuous improvement	This unit describes the performance outcomes, skills and knowledge required to implement the organisation's continuous improvement systems and processes. Particular emphasis is on using systems and strategies to actively encourage the team to participate in the process, monitoring and reviewing performance, and identifying opportunities for further improvements.
BSBWOR404A	Develop work priorities	This unit describes the performance outcomes, skills and knowledge required to plan one's own work schedules, to monitor and to obtain feedback on work performance and development. It also addresses the requirement to take responsibility for one's own career planning and professional development.
BSBCUS402A	Address customer needs	This unit describes the performance outcomes, skills and knowledge required to manage the ongoing relationship with a customer, which includes assisting the customer to articulate their needs, meeting customer needs and managing networks to ensure customer needs are addressed.

ASSESSMENT

<p>ASTC uses competency based assessment methods to ensure participants have demonstrated their performance to a required standard. Competency based assessment is the focus of accredited vocational courses on what the participant can actually do –</p>	<p>and the standard at which they are able to perform. Performance is measured in terms of whether participants meet the prescribed levels of competency, not how well they carry out tasks relative to each other or the length of time taken to attain the skills.</p>	<p>ASTC's assessment process may consist of the following tasks and activities, dependant on the unit/chapter requirements:</p> <ul style="list-style-type: none"> • Multiple choice and/or short answer questionnaires • Third party supervisor demonstration reports • Projects/case studies • Holistic Assessments
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- OTHER HIGHLIGHTS ... LEARNING DEVELOPMENT RESOURCES -

E Books Only	Check out over 100 titles to assist you with your learning and development. New titles added monthly. www.ebooksonly.com.au
Simple Truths	Get an inspirational/ motivational hit by viewing, free of charge, one of over 35 impactful DVD's on our website. www.thesalesmasters.com/training-courses/simple-truths-dvd.php
DVD Training Library	The Best Kept Secret in Australia!! Over 888 different titles from the masters of success available for your viewing in categories including Sales, Customer Service, Leadership, Motivation, Time Management, Telephone Skills, Management and Personal Development. www.dvdtraining.com.au

To enrol please call 02 9700 9333 or visit www.thesalesmasters.com