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Flexible Training Solutions

BSB50215 Diploma of Business

Duration:
This program is typically delivered over 12-24 months.

Projects:
We believe to get the most out of a program, training should be applicable to a trainees job role. Projects directly impact and relate to your business.

Workplace mentors:
a workplace mentor will be assigned from within your business. This ensures that knowledge and skills are reinforced throughout the program.

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Overview:
This qualification reflects the varied roles of individuals working in high level business roles in a range of contexts. Job titles may include executive officer, program consultants and program coordinators. They provide leadership and guidance to individuals or a team.

They may have a broad range of skills in various contexts or may have concentrated on one area of business, such as advertising, business administration, or human resources.

Individuals at this level may possess substantial experience in a range of settings, conversely, they may have little or no vocational experience, but possess sound theoretical business skills and knowledge through educational development.
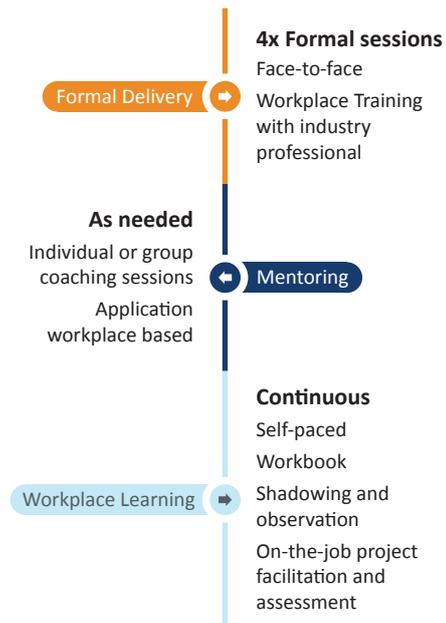
Course delivery & structure:
Delivery underpins our philosophy that work is the learning and learning is the work. We deliver a combination of formal training sessions and mentoring. We utilise a mix of on-the-job observation and questioning, and workplace based projects throughout our assessment tasks.

Participants are encouraged to challenge their existing knowledge and extend their boundaries whilst they expand their skill base.

To successfully attain the BSB50215 Diploma of Business, students are required to complete a total of eight (8) units of competency, comprising of:

- 8 elective units, of which:
    - 6 units must be from the elective units over page, with no more than 3 from any group;
    - 2 units may be selected from the units over page, drawn from qualifications at the same level or Certificate IV or Advanced Diploma level from any current accredited course or endorsed Training Package.

Delivery Mode:

Formal Delivery

4x Formal sessions
Face-to-face
Workplace Training with industry professional

Mentoring

As needed
Individual or group coaching sessions
Application workplace based

Workplace Learning

Continuous
Self-paced
Workbook
Shadowing and observation
On-the-job project facilitation and assessment

This nationally recognised qualification is delivered by Flexible Training Solutions RTO ID 6333. It provides skills and knowledge to the industry standard. We actively tailor training for people from diverse backgrounds, including those with disabilities, and encourage all to apply.

For more information or to get started visit
www.flexibletrainingsolutions.com.au

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Elective Units

Group A

BSBADV503	Coordinate advertising research
BSBADV507	Develop a media plan
BSBADV509	Create mass print media advertisements
BSBADV510	Create mass electronic media advertisements
BSBMKG523	Design and develop an integrated marketing communication plan
BSBWRT501	Write persuasive copy

Group B

BSBADM502	Manage meetings
BSBADM503	Plan and manage conferences
BSBADM504	Plan and implement administrative systems
BSBADM506	Manage business document design and development
BSBEBU501	Investigate and design e-business solutions
BSBFIM502	Manage payroll
BSBITB501	Establish and maintain a workgroup computer network

Group C

BSBHRM501	Manage human resources services
BSBHRM502	Manage human resources management information systems
BSBHRM513	Manage workforce planning
BSBHRM505	Manage remuneration and employee benefits
BSBHRM506	Manage recruitment, selection and induction processes
BSBHRM507	Manage separation or termination
BSBHRM509	Manage rehabilitation or return-to-work programs
BSBHRM510	Manage mediation processes
BSBLED502	Manage programs that promote personal effectiveness

Group D

BSBMKG501	Identify and evaluate marketing opportunities
BSBMKG502	Establish and adjust the marketing mix
BSBMKG506	Plan market research
BSBMKG507	Interpret market trends and developments
BSBMKG508	Plan direct marketing activities
BSBMKG509	Implement and monitor direct marketing activities
BSBMKG510	Plan e-marketing communications
BSBMKG514	Implement and monitor marketing activities
BSBMKG515	Conduct a marketing audit
BSBPUB501	Manage the public relations publication process
BSBPUB502	Develop and manage complex public relations campaigns
BSBPUB503	Manage fundraising and sponsorship activities
BSBPUB504	Develop and implement crisis management plans

Group E

BSBCON601	Develop and maintain business continuity plans
BSBINM501	Manage an information or knowledge management system
BSBINN501	Establish systems that support innovation
BSBINN502	Build and sustain an innovative work environment
BSBIPR501	Manage intellectual property to protect and grow business
BSBMGT403	Implement continuous improvement
BSBPMG522	Undertake project work
BSBRSK501	Manage risk
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBWOR501	Manage personal work priorities and professional development