BUSINESS COURSES

DIPLOMA of BUSINESS
BSB50207

FAST TRACK YOUR CAREER!

ENROL IN OUR BUSINESS COURSES AND GAIN THE SKILLS AND KNOWLEDGE REQUIRED TO ADVANCE TO THE NEXT LEVEL OF AN EXCITING CAREER.

The Business and Administration industry employs 116,200 South Australians, which is 14.2% of the State’s workforce.

Around 21,831 jobs are expected to open up over the next five years due to industry growth and replacement of people who will retire.

Business and Administration workers can be found within every industry, but governments, banks and insurance companies have higher numbers. There are also significant numbers in the health and community services industry.

Most of the jobs are in the Adelaide metropolitan area, although there are many regional jobs available.


Adelaide Hospitality and Tourism School is a Skills for All Training Provider

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ABN 71 080 736 456  RTO 0137  CRICOS 01774A
The Diploma of Business is a nationally recognised qualification. This qualification reflects the role of individuals with substantial experience in a range of settings who are seeking to further develop their skills across a wide range of business functions. This qualification is also suited to the needs of individuals with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to develop in order to create further educational and employment opportunities.

**Job roles**
- Executive officer
- Program consultant
- Program coordinator
These courses are funded through the Government of South Australia’s *Skills for All* initiative

There has never been a better time to update your skills or gain vocational education and training qualifications. There are a large number of training places which are available to you at a reduced cost, as the government will pay for all or part of the cost of the course. This is known as a ‘government funded training place’. These places are available for you to get the skills needed by South Australian employers and industry.

You will be eligible for a government funded training place if, at the time of enrolment, you either reside or work in South Australia, and you are:

- An Australian or New Zealand citizen; or
- A permanent Australian resident; or
- The holder of a state sponsored visa on a pathway to permanent residency

and:

- Aged 16 years or over; or
- An apprentice or trainee.

Before accessing government funded training, you will need to confirm your eligibility by contacting a *Skills for All* Training Provider, calling the Infoline **1800 506 266** or accessing the **Eligibility Calculator** on the website [www.skills.sa.gov.au/training-learning/check-youreligibility](http://www.skills.sa.gov.au/training-learning/check-youreligibility).
8 STEPS TO A SUPERIOR CAREER

Step 1
Check your eligibility for Government funded training

Step 2
Complete an easy AHTS enrolment form

Step 3
Provide evidence to satisfy preferred entry requirements *

Step 4
Confirm your start date

Step 5
Log into your eLearning portal, anytime... anywhere... anyhow...

Step 6
Complete your units, assessments and projects, submit as required

Step 7
Once all units are passed, you will be awarded your well-earned parchment

Step 8
Frame, show off and put your new qualification to good use in the workplace!

* Preferred pathways for candidates considering this qualification include:
Certificate IV in Business - BSB30107 Certificate III in Business or other relevant qualification, or with vocational experience assisting in a range of environments providing administrative or operational support to individuals and/or teams but without a formal business qualification.
OR
Diploma of Business - BSB40207 Certificate IV in Business or other relevant qualification, with vocational experience in a range of work environments in senior support roles but without a qualification.
Recognition of prior learning

Recognition is available for all units of competency in the Certificate IV in Business and the Diploma of Business. The elements of competency of each unit provide the Recognition benchmarks.

Upon receiving a submission an AHTS assessor will assess the submitted evidence against elements and performance criteria of the units of competency. If there is sufficient evidence in the application and supporting documentation, no further assessment may be necessary.

If further assessment is required, it may take any practical form consistent with the assessment criteria for the claimed competencies and the principles of validity, reliability, flexibility and fairness. The form of assessment may be negotiated with the client and may consist of interview, written assignment, workplace assessment, exam, or other method, and will be conducted by a qualified assessor or assessment panel.

Study mode

Online eLearning

Upon successful enrolment, students are set up with an online account, an eLearning demonstration, course schedule and ALL units within the qualification will be available to access and complete as required.

Each unit of competency consists of learner support guide, activities, assessments and projects all on our eLearning portal.
Diploma of Business – BSB50207

Course Information

Is this course for me?

This qualification is suited to the needs of individuals with little or no vocational experience, with substantial experience in a range of settings who are seeking to further develop their skills across a wide range of business functions.

The Diploma of Business allows participants to build a qualification that suits their needs and that of their workplace. Our programs have been designed to incorporate a combination of practical, skill-based workshops, research and workplace projects.

The Diploma of Business is a practical program which allows students to develop general business skills across a wide range of business functions and focuses on developing your organisational and teamwork skills, managing performance, professional development, preparing budgets and providing leadership across the organisation.

On successful completion of this course you will be able to;

The Diploma of Business will provide you with the practical skills and capabilities required of contemporary managers across a wide variety of context. You will gain essential business skills such as managing projects, maintaining financial records and producing documents.

You will develop an extensive understanding of human resources and public relations principles, and learn how to monitor a safe workplace

On successful completion students will receive a Diploma of Business or a Statement of Attainment for competency units completed.

Duration

Self-paced: 20 weeks

Career pathways

The qualification is appropriate to any role that has an administrative component as part of its ongoing responsibilities, and has great relevance for a very broad range of industry sectors. The capabilities the certificate targets are particularly pertinent for:

- Business Development Manager
- Business Manager
- Executive Officer
- Program Consultant
- Project Assistants
- Receptionists
- Office Managers
- Program Coordinator
- Individuals aspiring to roles such as these

Further Training Opportunities

Upon successful completion of the Diploma of Business, graduates can complete other specialist Diploma areas such as Management or Human Resources Management or undertake studies at an Advanced Diploma level. This course may be recognised for entry into many Australian Universities.
Total number of units = 8

Diploma units

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<thead>
<tr>
<th>General Administration</th>
<th>Manage meetings</th>
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<td>BSBADM502B</td>
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<table>
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<tr>
<th>Human Resource Management</th>
<th>Manage recruitment, selection and induction processes</th>
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<td>BSBHRM506A</td>
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<tr>
<th>Marketing</th>
<th>Identify and evaluate marketing opportunities</th>
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<tr>
<th>Project Management</th>
<th>Manage projects</th>
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<td>BSBPMG510A</td>
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<tr>
<th>Risk Management</th>
<th>Manage risk</th>
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<tr>
<th>Workplace Effectiveness</th>
<th>Manage personal work priorities and professional development</th>
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<table>
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<tr>
<th>Financial Management</th>
<th>Manage budgets and financial plans</th>
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<td>BSBFIM501A</td>
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<table>
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<tr>
<th>Management And Leadership</th>
<th>Manage operational plan</th>
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WORK PLACE JOURNAL

During the course, you will be required to complete a journal/log book of applied skills and tasks applied in the work place. These tasks range from applying conventions and procedures for formal and informal meetings to development of an operational plan with details of how it will be implemented and monitored. You will be guided and supported throughout your studies and work place application by your trainer/mentor and you supervisor.
Online study

Studying online gives you the opportunity to adapt your time to the course and not vice-versa!

You can progress at your own pace and enhance your learning by receiving personal support from qualified business trainers.

All you need is a computer with multimedia capabilities to access your study materials and trainers wherever and whenever you choose!

On line study allows you to:

✓ Speed up or slow down your work load as life changes
✓ Balance study and work, the lessons are waiting for you when you are ready
✓ Submit your assessments online
✓ Contact your trainers and/or mentors at anytime

Your specialised trainers and mentors will:

✓ Be available on eLearning message, email or by phone support
✓ Make scheduled days/times available to meet with you outside of workshops if required
✓ Quickly respond to any questions and provide assistance
✓ Assist with pathways and further education
✓ Ensure you are treated and assessed fairly and reasonable adjustments made to suit your needs
✓ Conducted a fair, valid, reliable and flexible assessment of your required skills and knowledge
Why study with the Adelaide Hospitality and Tourism School?

✓ Nationally recognised training
✓ Established in 1981
✓ Multi award winner
✓ Practically based skills and knowledge and career development
✓ Great variety of courses and pathways offered
✓ Work experience and full insurance available
✓ Close links with Industry
✓ Day or evening classes
✓ Centrally located in the city
✓ Offer work based traineeships
✓ Friendly and professional environment