



## BSB50207 Diploma of Business – Recognition of Prior Learning (RPL) Only

### So what exactly is a Diploma of Business?

Great question! The *Diploma of Business* is a very useful qualification if you have little, or no business experience and are looking to improve your career prospects. It is also useful for small business owners who are seeking to formalise existing knowledge or skills, or if you would like to go on to further university studies. The course focuses on developing your organisational and teamwork skills, managing performance, professional development, preparing budgets and providing leadership across your workplace.

The *Diploma of Business* is a terrific course if you want to consolidate, or get recognition for your fundamental business knowledge, or team leaders starting a career in management. The course covers topics such as: human resources, communication in the workplace, teamwork, project management, public relations, crisis management, occupational health and safety, marketing, sales, customer service and planning. It will also look at how you can be more innovative in the workplace.

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### Sounds great. What jobs can I get if I have a Diploma of Business?

If you want a career in a wide range of businesses, in both public and private sectors, such as human resources, business law, taxation, finance, consulting, international business, marketing, retail, management, accounting, banking, or administration, this course is an excellent choice. Here are some possible jobs you might be interested in:

- Project consultant
- Program co-ordinator
- Executive officer
- Business manager.

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### What types of skills will I gain from a Diploma of Business?

This course provides you with the knowledge and skills to contribute effectively within a team environment.

- **Communication and team building:** developing your team members and giving feedback on their performance, working with others to develop reports and plans and liaising with stakeholders
- **Innovation and problem solving:** identifying and assessing new opportunities, applying risk management processes, encouraging change and innovation in the workplace

- **Planning and self-management skills:** developing flexible, responsive systems, planning for, and dealing with contingencies and ensuring these systems are maintained
- **Learning:** assisting others to develop their knowledge and skills to improve individual and team performance
- **Business technology:** using technology to produce correspondence and reports and to assist with the management of information.

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### Sounds exciting. How do I actually take the course?

EIM Training have different delivery formats for each of its courses based on demand. Let us know your preference and we will make every effort to accommodate your request. Some courses can only be delivered in a particular format and we will advise you accordingly.

The Diploma of Business is delivered in the following format:

Through assessment only pathways for students with substantiated work histories in the industry by Recognition of Prior Learning (RPL), and Recognition of Current Competencies (RCC). If you think you may be eligible for RPL or RCC, contact us to make an appointment.

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## What other qualifications do I need before I enrol?

There are no prerequisites for this qualification, but before you enrol in a *Diploma of Business*, you need to demonstrate that you're ready for the material we will be covering in the course. If you have a *Certificate IV in*

*Business* then you definitely are ready, but even if you can show a level of competency, through work experience, job descriptions, or an appropriate business qualification, then you're ready for the next step!

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## So what does the course cover exactly?

The course comprises of 8 units: The course covers all areas of Business ie, Business Administration, Human Resource Management and Management. All units are competency based and you are assessed as you progress

through each part, so you know how you are going at each step of the way. Once you finish the last unit successfully, you will attain a *Diploma of Business*. It's that easy!

### Course Units:

**BSBADM502B** Manage meetings

**BSBHRM506A** Manage recruitment, selection and induction processes

**BSBADM504B** Plan or review administration systems

**BSBPMP510A** Manage projects

**BSBWOR501A** Manage personal work priorities and professional development

**BSBRSK501A** Manage risk

**BSBLED502A** Manage programs that promote personal effectiveness

**BSBHRM504A** Manage workforce planning

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## What study pathway can I pursue once I've achieved a Diploma of Business?

Once you have a *Diploma of Business*, you can choose to progress on to an *Advanced Diploma of Business* (BSB60207). This qualification focuses on advanced level training. Contact EIM Training if you are interested in any

other courses. We have course outlines similar to this one that explain our Advanced Diploma courses in more detail.

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## I want to do it. How can I pay for the course?

**There are two payment options available:**

**Pay As You Go:** Pay a small deposit and then have the rest deducted from your credit card over a 6 to 12 month period.

**Receive 10% off by paying in full:** The easiest way to save money! Pay in full when booking your training and we reward you with a 10% saving.

**For further information, contact your nearest campus : Gold Coast Robina 1300 765 064; Hervey Bay (07) 4124 6422**

Information correct at time of printing. Course content, prices, dates and times are subject to variation.