

BSB50120

DIPLOMA OF BUSINESS



Be equipped with an enhanced Business Acumen.

COURSE DESCRIPTION

In the present global environment it is essential for businesses to be versatile and strengthened by having well trained people who have the knowledge and skills to be innovative, communicative and productive in their role.

Our Diploma of Business allows participants to gain the skills and practical expertise across human resources, marketing, risk management and policies and operations to advance their career in business or administration. On this course they will learn the skills needed for successful contribution to the organisational and operational aspects of a business. They are seeking to further develop the skills they may already have to apply it across a wide range of business functions.

Discussions and assessments during class workshops will explore marketing, communication, time management, administration, leadership, innovation, business plan development, decision making, public speaking, negotiation, building your personal brand and recruiting staff.

This course assists participants with their career goals whether it is to launch their career in various business or management roles, starting a new business or as a direct pathway to studying further with an Australian University.

HOW WE WORK WITH YOU

To ensure all students are supported during their studies, we have integrated the following features:

- ✓ Access to our Elearning portal 24/7.
- ✓ Interactive workshops
- ✓ Individual support with mentoring and coaching option available.
- ✓ A variety of comprehensive resource materials provided to encourage multi-sensory learning.
- ✓ Frequent communication between Transformational Institute trainer and the participant.
- ✓ An organisational mentor is also encouraged to be involved during the course.



**Empowering people
Accelerating productivity
Transforming futures**

WHAT'S IN THE COURSE?

To complete the full qualification, you will need to complete a total of **12 units**; 5 core units and 7 elective units.

This is the most current list of units. (Version 1.0) <https://training.gov.au/Training/Details/BSB50120>.

CODE	TITLE
CORE:	
BSBCRT511	Develop critical thinking in others.
BSBFIN501	Manage budgets and financial plans.
BSBOPS501	Manage business resources.
BSBSUS511	Develop workplace policies and procedures for sustainability.
BSBXCM501	Lead communication in the workplace.
ELECTIVES:	
BSBHRM526	Manage payroll.
BSBOPS502	Manage business operational plans.
BSBOPS503	Develop administrative systems.
BSBOPS504	Manage business risk.
BSBHRM525	Manage recruitment and onboarding.
SIRXMKT006	Develop a social media strategy.
SIRXSLS004	Drive sales results.

"There are no secrets to success. It is the result of preparation, hard work and learning from failure."

~ Colin Powell

COURSE DETAILS

Course Duration: 6 - 12 months (with the option to fast track)

Course Schedule: Each unit of competency equates to 1 x full day of face to face training. 8:30 - 3:30 with 30min morning tea and 45min lunch

Assessment Methods:

We combine a range of assessment methods including workplace tasks, demonstrations, role-play, written reports, exercise design, conduct activities, case study reviews, project work and observations to ensure that participants are confident in the areas studied.



WHAT IS THE COST?

Government funding is available through our Smart and Skilled and Job Trainer/ Skilling for Recovery contract for eligible participants. The student cost is set by Training Services NSW and all costs will be confirmed prior to pre-enrolment. For a full list of course prices as well as course information please call us on 02 4969 7544.

OUR APPROACH

Transformational Institute is a Registered Training Organisation. We offer a suite of learning and development programs including high quality, nationally recognised qualifications and short courses. These programs empower individuals and businesses to accelerate their productivity and transform their futures.

HOW IS THE TRAINING FACILITATED?

Flexible delivery options are provided to support and enable students to study at their own pace. These include:

- ✓ Face to face at our training facilities throughout Newcastle and the Central Coast
- ✓ Online facilitated webinars, videos and reading materials
- ✓ On-the-job at your workplace
- ✓ Access to your trainers during your course
- ✓ RPL and CT available
- ✓ Coaching and Mentoring sessions available

For further course information OR bookings please contact:

TRANSFORMATIONAL INSTITUTE

Tel (02) 4969 7544 OR email OFFICE@TRANSFORMATIONALINSTITUTE.COM.AU

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All training and assessment is conducted by Transformational Institute
RTO Provider # 31269

www.transformationalinstitute.com.au

