



START LEARNING

Kickstart your career with a nationally recognised course

BSB50215

Diploma of Business

Course Information



RTO No. 41179

BSB50215

Diploma of Business

This course is nationally accredited by the Australian Government under the Australian Qualifications Framework (AQF).

BSB50215 Diploma of Business provides the skills and knowledge needed to be a successful business leader and manager. It would appeal to individuals with various job titles including executive officers, program consultants and program coordinators. Individuals in these roles may possess substantial experience in a range of settings but seek to further develop their skills across a wide range of business functions.

In this course, you will learn some of the advanced concepts in contemporary business practice – skills that will help you stand out from the crowd and succeed well into the future.

Why Study with LET Training?

Affordable Qualification Courses

Flexible & Accessible Learning

Knowledgeable Trainers

Friendly & Helpful Support

Fast Assessment Response

The average course completion time-frame

We find students that are genuinely motivated to progress through the course can complete the full course in less than 12 months.

On average it may take you 60 - 70 hours to complete a unit of competency.

However, this will be influenced by your experience, time availability and work rate.

How to study with LET Training?

▪ **Online & Self-paced** - You can study at any time, any place, with maximum flexibility.

▪ **Enrol at any time** and start straight after enrolment!

From the date of enrolment registration, you have up to **12 months** to complete this qualification, but you may complete it in less time.

We find our students complete this qualification with varying timeframes. It just depends on your life situation and time availability.

▪ **Payment Plans** - simply tick one that suits you the best; or pay the full course fee upfront.

▪ **No minimum course timeframe** - you can complete the course as quickly as you choose.

The Learning supports

You are well supported throughout your course, so you won't feel alone.

You'll have access and discuss your course work on a one-on-one basis with a specialist trainer via:

- Telephone
- Email;
- Skype

Available between Monday to Friday 9am to 5pm (Sydney time).

Accreditation

This qualification is nationally recognised under the Australian Qualifications Framework (AQF).

To be awarded this qualification, you are required to complete **8 units of competency**. LET Training offers the following units:

- BSBADM502 Manage meetings
- BSBHRM501 Manage human resources services
- BSBHRM506 Manage recruitment selection and induction processes
- BSBHRM513 Manage workforce planning
- BSBLDR502 Lead and manage workplace relations
- BSBMGT516 Facilitate continuous improvement
- BSBRSK501 Manage risks
- BSBWOR501 Manage personal work priorities and professional development

To find out more about the individual course units, check out the [Appendix – Course Unit Information](#) at the end of this document. If you wish to change any elective unit/s, please speak to one of our friendly course advisors.

Entry and study requirements

You can enrol and start at any time!

We are committed to seeing you through your course. To ensure you have the best chance of successfully completing your course, the following entry and study requirements apply.

- Current Year 12: Successful completion of Australian Year 12 or equivalent or the Australian Senior VCAL Certificate; or
- Non-Year 12: Completion of post-secondary studies or at least 6 months' work experience; and
- Have access to a fully-functional computer/smart device loaded with a web browser and appropriate software applications to read PDF files and produce documents
- Have reliable internet access
- Have a valid email account for learning and assessment communication
- Have a telephone valid telephone number for learning and assessment communication, support and interviews
- Successfully completed all assessment tasks to the required published standard.

Skills needed for studying:

- **Language and literacy skills** at a level that enables you to read, interpret, communicate and apply a range of information and data, to write reports and other business documents for a variety of audiences, and to present and address issues.

- **Numeracy skills** at a level that enables you to plan and manage time, resources and budgets, to read and understand workplace figures, statistics and measurements, and to solve routine workplace and operational problems.
- **Technology skills** to conduct online research using a web browser and to use a variety of software applications to send e-mails with attachments, read PDF files, produce documents, analyse information and data.
- The ability to research information and data from a variety of sources.

Assessments

Upon enrolment, you will be provided with detailed assessment task specifications and activities specific to the relevant unit of competency (via the Learning Management System). For example, you may be required to:

- complete projects and/or portfolios of evidence;
- answer a series of knowledge-based short answer questions;
- participate in interviews with your assessor.

You will be required to submit your evidence for evaluation to the assessor, who will continue to maintain contact with you during the assessment decision-making process. You will also be provided with opportunities to adjust and resubmit your assessments based on the assessor's feedback.

Career opportunities

Successful completion of BSB50215 Diploma of Business can qualify you for a range of roles and positions, including:

- Executive Officer
- General Manager
- Office Manager
- Operations Manager
- Business Development Manager

Recognition of prior learning (RPL)

For those currently working in an administrative and office management position, with over 5 years working experience, ask our friendly course consultants about our Recognition of Prior Learning (RPL) solution eligibility. One of our expert trainers will develop a tailored training plan for you based on your existing role and experience.

Study pathways

Will previous study and experience count?

LET Training recognises Recognition of Prior Learning (RPL) which considers the knowledge and skills you have already gained through your previous education and work history, attributing this to your enrolled qualification course. This may be through formal or informal training and can result in credits towards your qualification. More information can be found in the LET Training Student Handbook.

Future education pathways

After successfully completing BSB50215 Diploma of Business, you may like to enrol in an Advanced Diploma of Business.

Contact LET Training

LET Training offers a range of business, management, WHS and administration qualification courses.

For further information or to enrol, contact us via:

 www.lettraining.com.au

 (02) 9633 3929 or (02) 9633 4582

 enquire@lettraining.com.au

 Suite 3, Level 1, 154 Marsden Street, Parramatta NSW 2150

Appendix – Course Unit Information

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Unit of competency	Applications
BSBADM502 Manage meetings	<p>This unit describes the skills and knowledge required to manage a range of meetings including overseeing the meeting preparation processes, chairing meetings, organising the minutes and reporting meeting outcomes.</p> <p>It applies to individuals employed in a range of work environments who are required to organise and manage meetings within their workplace, including conducting or managing administrative tasks in providing agendas and meeting material. They may work as senior administrative staff or may be individuals with responsibility for conducting and chairing meetings in the workplace.</p>
BSBHRM501 Manage human resources services	<p>This unit describes the skills and knowledge required to plan, manage and evaluate delivery of human resource services, integrating business ethics.</p> <p>It applies to individuals with responsibility for coordinating a range of human resource services across an organisation. They may have staff reporting to them.</p>
BSBHRM506 Manage recruitment selection and induction processes	<p>This unit describes the skills and knowledge required to manage all aspects of recruitment selection and induction processes in accordance with organisational policies and procedures.</p> <p>It applies to individuals or human resource personnel who take responsibility for managing aspects of selecting new staff and orientating those staff in their new positions. It is not assumed that the individual will be directly involved in the selection processes themselves, although this may well be the case.</p>
BSBHRM513 Manage workforce planning	<p>This unit describes the skills and knowledge required to manage planning in relation to an organisation's workforce including researching requirements, developing objectives and strategies, implementing initiatives and monitoring and evaluating trends.</p> <p>It applies to individuals who are human resource managers or staff members with a role in a policy or planning unit that focuses on workforce planning.</p>
BSBLDR502 Lead and manage workplace relations	<p>This unit describes the skills and knowledge required to lead and manage effective workplace relationships.</p> <p>It applies to individuals in leadership or management who have a prominent role in establishing and managing processes and procedures to support workplace relationships taking into account the organisation's values, goals and cultural diversity.</p> <p>At this level work will normally be carried out within complex and diverse methods and procedures, which require the exercise of considerable discretion and judgement, using a range of problem solving and decision-making strategies.</p>
BSBMGT516 Facilitate continuous improvement	<p>This unit describes the skills and knowledge required to lead and manage continuous improvement systems and processes. Particular emphasis is on the development of systems and the analysis of information to monitor and adjust performance strategies, and to manage opportunities for further improvements</p> <p>It applies to individuals who take an active role in managing a continuous improvement process in order to achieve an organisation's objectives.</p> <p>At this level, work will normally be carried out using complex and diverse methods and procedures which require the exercise of considerable discretion and judgement, using a range of problem-solving and decision-making strategies.</p>

BSBR501
Manage risks

This unit describes skills and knowledge required to manage risks in a range of contexts across an organisation or for a specific business unit or area in any industry setting.

It applies to individuals who are working in positions of authority and are approved to implement change across the organisation, business unit, program or project area. They may or may not have responsibility for directly supervising others.

BSBW501
**Manage personal
work priorities and
professional
development**

This unit describes the skills and knowledge required to create systems and process to organise information and prioritise tasks.

It applies to individuals working in managerial positions who have excellent organisational skills. The work ethic of individuals in this role has a significant impact on the work culture and patterns of behaviour of others as managers at this level are role models in their work environment.