

Traineeships



Diploma of Business

(BSB50207)

aot
accredited
online training

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Diploma of Business



The **Diploma of Business** will provide you with a broad understanding of contemporary business practices, which can be used within a variety of entry level positions in both public and private sectors.

This course is ideal for team leaders and those who are starting a career in management.

WHAT WILL YOU ACHIEVE FROM THIS COURSE?

The **Diploma of Business** is a nationally recognised qualification. The course focuses heavily on developing your organisational and teamwork skills, managing performance, professional development, preparing budgets and providing leadership across the organisation.

HOW LONG DOES THE COURSE TAKE?

You, the student, are completely in control of your own learning schedule.

Total nominal hours: 385 hrs

Maximum 24 months access to online course (approx. 10-20 hours to complete each unit).

DELIVERY MODE

Online

HOW TO GAIN YOUR QUALIFICATION FASTER & TRANSFER TO UNIVERSITY!

- Fast Track
- Recognition of Prior Learning (RPL)
- University credit transfer

ENTRY REQUIREMENTS

- Sufficient literacy and numeracy skills to complete the course
- Access to an internet connection and computer

EMPLOYABILITY SKILLS

The following table contains a summary of the employability skills for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on the packaging options.

- **Communication**

- conducting research to collect and analyse information in a range of reports
- consulting with others to develop a range of plans and reports
- liaising with stakeholders and promoting participative workplace arrangements
- negotiating solutions to new and emerging issues

- **Teamwork**

- contributing to the development of other team members
- providing feedback on team performance to colleagues and managers

- **Problem Solving**

- applying risk management processes to business operations
- assessing financial viability of new opportunities and matching organisational

capability with market needs

- **Initiative and Enterprise**

- encouraging creative and innovative workplace solutions
- identifying new and emerging opportunities for the business and developing strategies to capitalise on them
- managing, fostering and facilitating change

- **Planning and Organising**

- developing systems that are flexible and responsive to changing circumstances
- planning for contingencies and performance of staff and systems

- **Self Management**

- dealing with contingencies
- managing own time and priorities
- taking responsibility as required by work role and ensuring all organisational policies and procedures are adhered to

- **Learning**

- assisting others to acquire new knowledge and skills to improve team and individual performance

- **Technology**

- using electronic communication devices and processes such as internet, intranet, email to produce written correspondence and reports
- using technology to assist the management of information and to assist the planning process

This is a summary of employability skills that are typical of this qualification and should not be interpreted as definitive.

COURSE STRUCTURE

You are required to complete 8 units of study for the Diploma of Business (BSB50207)

Group 1 Electives | Select 3 from the group below

BSBFIM502A Manage payroll	Establish and monitor security procedures for managing organisational payroll services and to calculate and process salary payments, group taxation and related payments.
BSBADM502B Manage meetings	Manage a range of meetings including overseeing the meeting preparation processes, chairing meetings, organising the minutes and reporting meeting outcomes.
BSBADM503B Plan and manage conferences	Plan, promote and coordinate conferences, ensuring follow up procedures are incorporated.
BSBADM504B Plan or review administration systems	Plan or review the requirements of effective administration systems and procedures for implementing, monitoring and reviewing the system.

Group 2 Electives | Select 3 from the group below

BSBHRM505B Manage Remuneration and Employee Benefits	Incorporates all functions associated with remuneration including packaging, salary benchmarking, market rates reviews, bonuses and the legislative aspects of remuneration and employee benefits.
BSBHRM506A Manage Recruitment, Selection and Induction Processes	Covers all aspects of the recruitment selection and induction processes from the perspective of an HR manager responsible for ensuring the organisation undertakes these processes in accordance with predetermined policies and procedures.
BSBHRM507A Manage Separation/ Termination	Covers all aspects of the recruitment selection and induction processes from the perspective of an HR manager responsible for ensuring the organisation undertakes these processes in accordance with predetermined policies and procedures.
BSBLED502A Manage programs that promote personal effectiveness	The unit addresses the management of the range of programs that would typically be associated with health and wellbeing such as stress management, smoking cessation, exercise, Employee Assistance Programs (EAPs). No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Group 3 Electives | Select 2 from the group below

BSBRK501A Manage risk	This unit describes the performance outcomes, skills and knowledge required to manage risks in a range of contexts across the organisation or for a specific business unit or area. This unit addresses the management of the risk across the organisation or within a business unit or area.
BSBPMG510A Manage projects	This unit addresses the management of projects including the development of a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learnt for application to future projects. The unit focuses on the application of project management skills and the requirement to meet time lines, quality standards, budgetary limits and other requirements set for the project.
BSBMGT403A Implement continuous improvement	This unit describes the performance outcomes, skills and knowledge required to implement the organisation's continuous improvement systems and processes. Particular emphasis is on using systems and strategies to actively encourage the team to participate in the process, monitoring and reviewing performance, and identifying opportunities for further improvements.

FNSACCT501B Provide financial and business performance information	The unit covers the competency to analysis and report a broad range of financial and business performance information. This unit requires the application of skills and knowledge required to provide financial and business performance information. The unit encompasses assessing clients' needs, analysing data and preparing advice.
FNSACCT503B Manage budgets and forecasts	This unit covers the competency to prepare and manage budgets and forecasts. This unit requires the application of skills and knowledge required to prepare and manage budgets and forecasts. The unit encompasses preparing budgets, forecasting estimates and documenting budgets and monitoring budgeted outcomes.
NSACCT608B Evaluate organisation's financial performance	This unit requires the application of skills and knowledge required to evaluate an organisations financial performance. The unit encompasses evaluating returns to operations, determining long and short term needs and reviewing performance.

ASSESSMENTS

AOT uses competency based assessment methods to ensure students have demonstrated their performance to a required standard. Competency based assessment is the focus of accredited vocational courses on what the student can actually do – and the standard

at which they are able to perform. Performance is measured in terms of whether students meet the prescribed levels of competency, not how well they carry out tasks relative to each other or the length of time taken to attain the skills.

AOT's assessment process may consist of the following tasks, dependant on the unit/chapter requirements:

- Portfolios/case studies
- Holistic Assessments
- Multiple choice and/or
- Short answer questionnaires