
Diploma of Business BSB50207

Description

This qualification reflects the role of individuals with substantial experience in a range of settings and 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 further develop in order to create further educational and employment opportunities. Possible job titles relevant to this qualification include: Executive Officer; Program Consultant; Program Coordinator.



Qualification Pathways

There are no prerequisite requirements for individual units of competency. Preferred pathways for candidates considering this qualification include:

- after achieving the BSB40207 Certificate IV in Business or other relevant qualification/s OR
- providing evidence of competency in the majority of units required for the BSB40207 Certificate IV in Business or other relevant qualification/s, OR
- with vocational experience in a range of work environments in senior support roles but without a qualification.

After achieving the BSB50207 Diploma of Business, candidates may undertake BSB60207 Advanced Diploma of Business, or a range of other Advanced Diploma qualifications.

Qualification Rules

8 Units selected from the units below; no more than 3 units may be selected from any one area.

Training & Recognition of Current Competencies (RCC)

Much of the training is delivered on-the-job through reading, interacting with colleagues and completing useful project work. You only need to attend off-the-job training if a competency cannot be acquired at the workplace. You may already have many of the skills required to qualify for this qualification. There is no need to be trained in things you can already do. NDA will assess current skills and give recognition for relevant competencies.

6 elective units must be selected from the elective units listed below no more than **3 units** may be selected from any one Group.

2 elective units may be selected from the remaining elective units, or any currently endorsed Training Package or accredited course at the same qualification level. If not listed below, **1 unit** may be selected from either a Certificate IV or Advanced Diploma qualification.

Group A units

Advertising

BSBADV503B	Coordinate advertising research
BSBADV507B	Develop a media plan
BSBADV509A	Create mass print media advertisements
BSBADV510A	Create mass electronic media advertisements

BSBADV511A	Evaluate and recommend advertising media options
BSBADV512A	Develop an advertising strategy and brief

Writing

BSBWRT50	A Write persuasive copy
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Group B units

E-Business

BSBEBU501A	Investigate and design e-business solutions
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Financial Administration

BSBFIM502A	Manage payroll
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General Administration

BSBADM502B	Manage meetings
BSBADM503B	Plan and manage conferences
BSBADM504B	Plan or review administration systems
BSBADM506B	Manage business document design and development

IT Building and Implementation

BSBITB501A Establish and maintain a workgroup computer network

Group C units

Human Resource Management

BSBHRM501A Manage human resources services

BSBHRM502A Manage human resources management information systems

BSBHRM504A Manage workforce planning

BSBHRM505A Manage remuneration and employee benefits

BSBHRM506A Manage recruitment, selection and induction processes

BSBHRM507A Manage separation or termination

BSBHRM509A Manage rehabilitation or return-to-work programs

BSBHRM510A Manage mediation processes

Learning and Development

BSBLED502A Manage programs that promote personal effectiveness

Group D units

Marketing

BSBMKG501B Identify and evaluate marketing opportunities

BSBMKG502B Establish and adjust the marketing mix

BSBMKG506B Plan market research

BSBMKG507A Interpret market trends and developments

BSBMKG508A Plan direct marketing activities

BSBMKG509A Implement and monitor direct marketing activities

BSBMKG510A Plan electronic marketing communications

BSBMKG514A Implement and monitor marketing activities

BSBMKG515A Conduct a marketing audit

Public Relations

BSBPUB501A Manage the public relations publication process

BSBPUB502A Develop and manage complex public relations campaigns

BSBPUB503A Manage fundraising and sponsorship activities

BSBPUB504A Develop and implement crisis management plans

Group E units

Continuity

BSBCON601A Develop and maintain business continuity plans

Information Management

BSBINM501A Manage an information or knowledge management system

Intellectual Property

BSBIPR501A Manage intellectual property to protect and grow business

Project Management

BSBPMG510A Manage projects

Risk Management

BSBRSK501A Manage risk

Sustainability

BSBSUS501A Develop workplace policy and procedures for sustainability

Workplace Effectiveness

BSBWOR501B Manage personal work priorities and professional development