



# BSB50215 Diploma of Business

The Diploma of Business is suited to students who are interested to pursue further tertiary study in the field of business or students who may run their own business when they leave school. The qualification is designed to provide students with a broad understanding of business concepts.

The Diploma of Business is a two-year programme and is delivered within the school timetable consisting of 2 x one hour classes and 2 x 40 minutes classes.

During the Diploma course students will undertake studies in the following units:

BSBWOR501	Manage personal work priorities and professional development
BSBHRM506	Manage recruitment, selection and induction processes
BSBADM502	Manage meetings
BSBMKG501	Identify and evaluate marketing opportunities
BSBMGT516	Facilitate continuous improvement
BSBADM506	Manage business document design and development
BSBFIM501	Manage budgets and financial plans
BSBPMG522	Undertake project work

Assessment in this course is competency based. Students will be required to demonstrate their ability to perform each of the above units consistently over time in order to be considered competent.

Students are also required to undertake 2 x 5 day work placements in a business setting of their choice. This enables students to practice the skills they have learnt and to receive feedback on their performance in the workplace. This work placement must take place during school holidays.

An Information Session will be held in Term 4 to further explain this programme and the specific requirements of students applying to enrol. The course is delivered in partnership with Prestige Services Training, a Registered Training Organisation, RTO no. 31981. The cost for this programme is \$1990. Students will be required to undertake their first work placement during the Dec/Jan holidays at the end of 2016 and provide a written application prior to acceptance into this programme.

For more information on this programme please contact our Director of Careers and Vocational Training, Alison Weeks, [aweeks@asas.qld.edu.au](mailto:aweeks@asas.qld.edu.au).

*Please note that course content is subject to change.  
Students will receive a final outline with their Student Information Booklet.  
Information correct as at 05 August 2016*