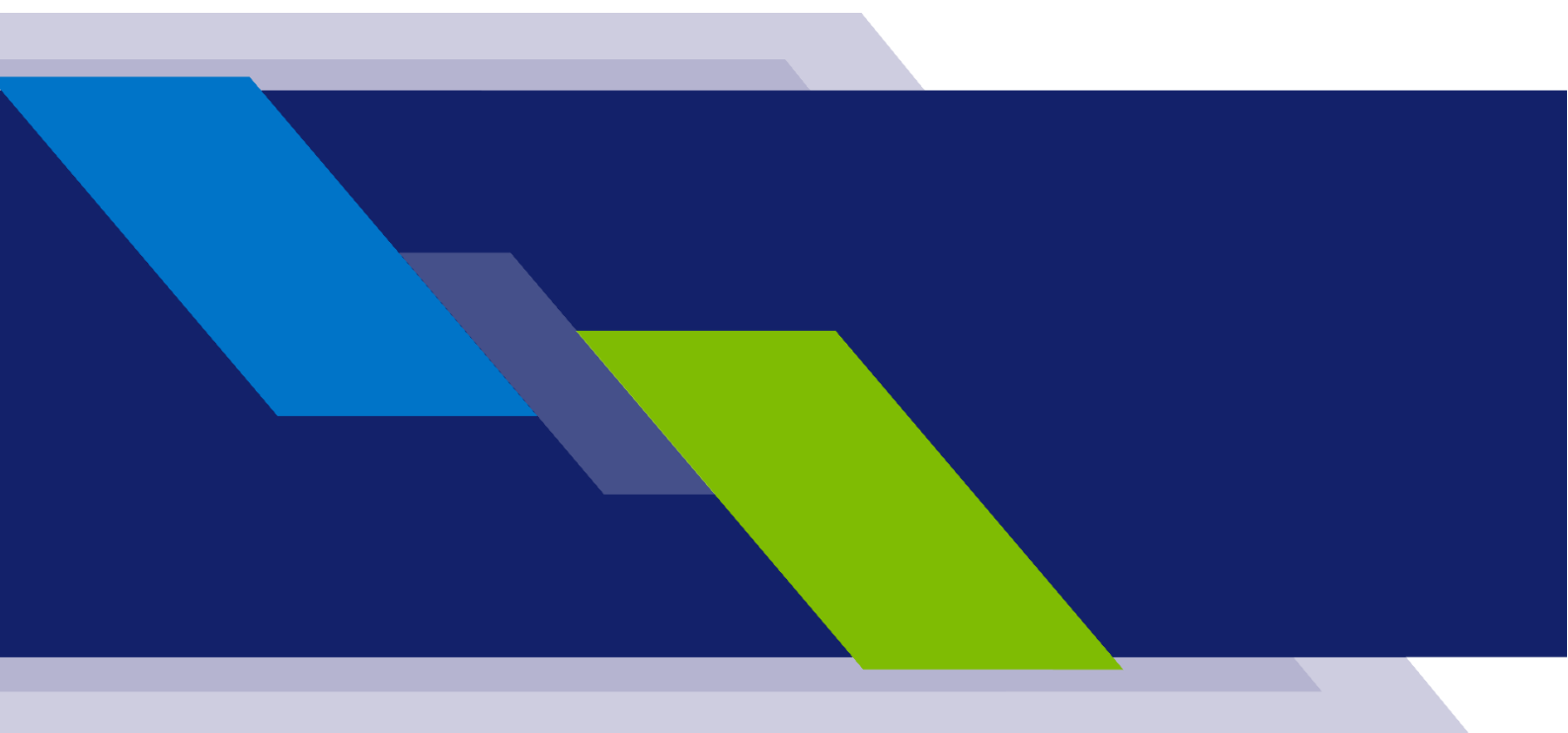


BSB50215 Diploma of Business

Program Overview



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Overview

Welcome

Welcome to the *BSB50215 Diploma of Business*. This is a nationally recognised and accredited program presented by UNE Partnerships Pty Ltd, the Education and Training Company of the University of New England.

This competency-based course is targeted towards middle-management personnel aiming to gain high levels of decision-making, problem-solving and marketing skills; who want to work independently and responsibly to achieve organisational outcomes; or those who already have experience but no formal qualification at this level.

Contact points

As experienced distance education providers, we understand how important communication is. We have used our online site to take advantage of current technology and make sure that information and contact points are up to date and go to the right people, while also giving you the opportunity to use the forms of contact that suit you.

Administration

If you have any questions of an administrative nature, please contact the student support team via the online site, or alternatively through:

Telephone: (02) 6773 0000
Email: business@unep.edu.au
Mail: UNE Partnerships Pty Ltd
PO Box U199
University of New England NSW 2351

Learning and Assessment

If you would like to discuss program content or assessment requirements, please contact your allocated assessor. You can message them on the online site.

Customer protection officer

The customer protection officer is responsible for handling any complaints, grievances and appeals to ensure compliance with consumer protection legislation and contractual obligations. The Director of Education is the designated customer protection officer. Contact details are below.

Meg Michell
Director of Education
02 6773 0000
meg.michell@unep.edu.au

BSB50215 Diploma of Business

Aim of the program

This qualification aims to equip participants with the skills and knowledge to gain knowledge and expertise in key management and business marketing skills, whether employed in the private or public sector, profit or non-profit sectors or in small, medium or large enterprises. It provides the opportunity to obtain background in some core units of business while also gaining some insight into the requirements of marketing management.

Learning outcomes

On completion of the program you should be able to:

- manage risks in a range of contexts across the organisation or for a specific business unit or area
- develop and monitor implementation of the operational plan to provide efficient and effective workplace practices within the organisation's productivity and profitability plans
- manage a straightforward project or a section of a larger project
- work with teams and individuals and take responsibility for standards of work, conduct and influence on others
- understand the need for a continuous process of review and improvement and apply that process across all aspects of the organisation
- manage meeting preparations, chairing, minuting and reporting of outcomes
- analyse market data to determine performance of organisation and competitors and identify opportunities and potential markets in order to develop and assess marketing plans, strategies and organisational adjustments.

Structure of the program

There are eight (8) units of competency in this qualification and all must be successfully completed in order to achieve the *BSB50215 Diploma of Business*. If you enrol in a Skill Set, or selected units from the qualification, successful completion of your study would lead to the issuing of a Statement of Attainment for those units completed.

The program employs a mixed delivery mode, incorporating facilitator-led workshops, as well as a combination of print and electronic course material. An outline of the structure for delivery and assessment is provided below.

The program is offered through online study, and an outline of the structure for delivery and assessment is provided below. Details of the units of competency in which you are enrolled are available by clicking the links below.

Course name	Assessment Tasks
BSBRSK501: Manage risk	Task 1: Risk management concepts Task 2: Risk management plan Task 3: Monitoring and evaluation of risk management
BSBMGT517: Manage operational plan	Task 1: Planning Task 2: Implementing
BSBPMG522: Undertake project work	Task 1: Defining and planning your project Task 2: Consulting with the team Task 3: Administering the project Task 4: Finalising and reviewing the project
BSBMGT401: Show leadership in the workplace	Task 1: Underpinning knowledge Task 2: Modelling and managing performance Task 3: Challenging the process
BSBMGT403: Implement continuous improvement	Task 1: Reflective journal Task 2: Implement improvement plan Task 3: Communication plan
BSBADM502: Manage meetings	Task 1: Prepare for meeting Task 2: Policies and procedures for meetings Task 3: Conduct a meeting
BSBMKG507: Interpret market trends and developments	Task 1: Researching for data Task 2: Analysing the data Task 3: Reporting
BSBMKG501: Identify and evaluate marketing opportunities	Task 1: Identify marketing opportunities Task 2: Investigate marketing opportunities Task 3: Evaluate required changes to current operations

Units of competency are achieved as assessment tasks are successfully completed, and all must be completed to be awarded the *BSB50215 Diploma of Business*. If you withdraw before you complete the required number of units of competency, you will receive a Statement of Attainment for those competencies you have successfully completed.

Information on how to submit your work for assessment is provided in the Assessment section of each Course online. Suggestions for managing your study and assessment tasks is also available in the additional support document '[Studying with UNE Partnerships](#)'. It is recommended you access and read that resource in addition to this Program Overview. Should you be unsure of what is required of you, contact your student support team.

Accreditation and recognition

The *BSB50215 Diploma of Business* in which you are enrolled is a nationally recognised and accredited program. It is listed on the national register of programs and is placed at level 5 on the Australian Qualifications Framework (AQF).

The competencies gained through successfully completing this program are cross-industry and nationally recognised. You may exit from this qualification at any time with a Statement of Attainment for any units of competency successfully completed to that point.

Furthermore, depending on circumstances related to the type and degree of credit sought, successful achievement of the *BSB50215 Diploma of Business* receives advanced standing into awards at the University of New England (UNE), subject to eligibility. Graduates with 6 years' work experience can apply for entry into the UNE Graduate Certificate of Management and claim 6 credit points (1 unit) of Advanced Standing upon enrolment.

Study workload

The nominal duration of your enrolment in the *BSB50215 Diploma of Business* is 15 months. The time it takes you to achieve the competencies required will depend on the amount of relevant learning and experience you have. Students with a moderate level of relevant learning and experience should be able to complete the program requirements in about 7 hours a week of self-directed workplace and individual study over the 15 month period, as outlined in your study plan. Inexperienced students will likely require more time.

You have up to 15 months from enrolment to complete the *BSB50215 Diploma of Business*. If you fall behind in your schedule, you should contact UNE Partnerships to discuss your progress. An extension to the study period may be available, however additional fees may apply.

Third party arrangements

UNE Partnerships has not entered into any subcontracting arrangements for the delivery of training and assessment in this qualification.