BSB50215 Diploma of Business

Develop that competitive and professional edge you require in the business world with our Diploma of Business, a qualification that equips you with the managerial capabilities needed to develop and oversee effective business systems. The knowledge and skills to be gained from this course will be applicable across a variety of industry sectors.

Why Upskilled?

☑️ 100% online. Study anytime, anywhere.
☑️ Nationally accredited qualifications
☑️ Dedicated support for each participant

Detail

This qualification is best suited to those who currently work in or aspire to a senior business role. Students will acquire the skillset to effectively perform sophisticated administrative duties, including the management of customer service, business development, workforce planning, recruitment, and more. Qualified individuals will be able to pursue high-level corporate opportunities such as an office manager or office administrator.

Course structure

The course is conducted over a 12 month period; within a self-paced online learning environment. Upskilled uses MyUpskilled to manage the delivery and assessment of your course. This means you can learn at your own pace.

Entry requirements

Students will need access to a computer, and the internet, and have basic computing skills. A Language Literacy and Numeracy skills assessment may be required before enrolment can be confirmed.

Preferred pathways for candidates considering this qualification may include:

- Demonstrated vocational experience in a range of work environments within a business role
- Successful completion of a Certificate III or Certificate IV in a related field of study

Inclusions

For more information on other elective units available in this course, please contact one of our Education Consultants.
BSB50215
Diploma of
Business

Upskilled courses include specialised learning materials, and access to:
- Upskilled’s fully customised online learning platform, MyUpskilled
- Student Rewards Program
- Student Support services
- your trainer via the trainer/student messaging system
- webinars; both live and recorded sessions
- video content access via:
  - Lynda.com

Recognition of Prior Learning (RPL)

Work experience or formal qualifications you have may count towards your course. If you have previously undertaken study at a recognised institution or have some relevant work experience, you might gain credit towards specific units in a course; shortening the time you have to study. You can send your application for Credit Transfer or RPL during the enrolment process.

Assessment

Upskilled takes evidence gathered from a variety of sources to deem a student as competent. Assessment processes might include some or all of the following:
- Recognition of Prior Learning and/or credit transfer
- summative and formative assignments
- written reports and/or portfolio assessments
- scenarios and/or case studies
- projects
- written/oral questions
- regular training and assessment contact will be maintained by Upskilled in conjunction with the participant and their employer (where applicable). Critical dates during the program will be identified for participants to ensure compliance to assessment due dates, and attendance at monthly webinars as required.

Outcomes

The diploma is appropriate for participants currently working in a senior business role, or who have attained an AQF4 level qualification in Business or an associated field. It will also have professional resonance for individuals engaged in the management, marketing, communications, accounting, compliance, and information technology functions of their respective organisations.

This vocational training is appropriate to roles which demand the performance of sophisticated administrative duties on a constant basis. The capabilities this qualification develops are particularly pertinent for:

- Accounts supervisors
- Office manager
- Office administrators
- Project assistants
- Individuals aspiring to such roles

We have observed an increase in confidence and a boost in the morale of our employees after they commenced training with Upskilled.

Raman Badekar
Regional Workplace Trainer

For more information on other elective units available in this course, please contact one of our Education Consultants.
BSB50215
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Frequently asked questions

How does the Student Rewards program work?

What video content is available to help me with my course?

What is work placement?

Additionaly, this qualification could give you several career and/or further study outcomes. After completing this course, you could explore some of the following outcomes.

Career outcomes

Office Administrator
Salary $55,000 - 63,000 annually
Operations Manager
Salary $82,300 - 134,000 annually
Contracts Officer
Salary $77,000 - 110,000 annually
Administrative Assistant
Salary $50,000 - 60,000 annually

Subjects

This qualification consists of the below units of competency. All competencies must be successfully completed to attain the qualification.

BSBWORS01
✓ Manage personal work priorities and professional development
BSBPMS032
✓ Undertake project work
BSBHRM506
✓ Manage recruitment selection and induction processes
BSBHRM513
✓ Manage workforce planning
BSBMGT503
✓ Implement continuous improvement
BSBCUS501
✓ Manage quality customer service
BSBADMS06
✓ Manage business document design and development
BSBRSK501

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For more information on other elective units available in this course, please contact one of our Education Consultants.
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Diploma of Business

Why Upskilled?

✓ 100% online. Study anytime, anywhere.
✓ Nationally accredited qualifications
✓ Dedicated support for each participant

Flexible payment

Upskilled offers three flexible payment options for students. Enquire now for more information on payment methods and government funding.

✓ Pay up-front - Save 15%
  $5,200 down to $4,420
✓ Up to 24 months interest free with
  Get started for just $50 a week

This course is eligible for government funding:

- Smart and Skilled (NSW)
- User Choice (NT)

Outcomes

This qualification is best suited to those who currently work in or aspire to a senior business role. Students will acquire the skillset to effectively perform sophisticated administrative duties, including the management of customer service, business development, workforce planning, and more. Qualified individuals will be able to pursue high-level corporate opportunities such as an office manager or office administrator.

This vocational training is appropriate to roles which demand the performance of sophisticated administrative duties on a constant basis. The capabilities this qualification develops are relevant to the respective organisations.

The diploma is appropriate for participants currently working in a senior business role, or who have attained an AQF4 level qualification in Business or an associated field. It will also have the skills to undertake project work, communicate effectively, manage quality customer service, manage recruitment selection and induction processes, manage workforce planning, manage risk, prepare and present financial reports, and undertake sensitive tasks with a high level of confidentiality.

After completing this course, you could explore some of the following outcomes. Additionally, this qualification could give you several career and/or further study outcomes.

Roles that may be eligible for registration and/or recognition include:

- Contracts Officer
- Administrator
- Manager
- Office Manager
- Project Assistant
- Office Administrator
- Operations Assistant
- Office Assistant

Preferred pathways for candidates considering this qualification may include:

- Successful completion of a Certificate III or Certificate IV in a related field of study
- Demonstrated vocational experience in a range of work environments within a business
- Graduates of an Associate Degree in Business
- Graduates of a Bachelor’s degree in Business

Subject detail

- Manage risk

Recognition of Prior Learning and/or credit transfer

This course is eligible for government funding:

- Smart and Skilled (NSW)
- User Choice (NT)
- User Choice (WA)
- User Choice (Qld)
- National4.0
- Smart and Skilled (SA)
- Smart and Skilled (ACT)
- Smart and Skilled (Tas)
- User Choice (NT)

Entry requirements

This course is eligible for government funding:

- Smart and Skilled (NSW)
- User Choice (NT)

Students will need access to a computer, and the internet, and have basic computing skills. A language, literacy and numeracy assessment may be required before enrolment can be confirmed.

Assessment

Assessment processes might include some or all of the following:

- Written/oral questions
- Projects
- Summative and formative assignments
- Written reports and/or portfolio assessments
- Recognition of Prior Learning (RPL)
- Assessment of performance in the workplace
- Assessment of work-based evidence
- Examination

Flexible payment

Upskilled takes evidence gathered from a variety of sources to deem a student as competent. Assessment processes might include some or all of the following:

- Written/oral questions
- Projects
- Summative and formative assignments
- Recognition of Prior Learning (RPL)
- Assessment of performance in the workplace
- Assessment of work-based evidence
- Examination

Work experience or formal qualifications you have may count towards your course. If you have previously undertaken study at a recognised institution or have some relevant work experience, you might gain credit towards specific units in a course; shortening the time you need to complete the course.

Inclusions

This course is eligible for government funding:

- Smart and Skilled (NSW)
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In partnership with

For more information on other elective units available in this course, please contact one of our Education Consultants.
Upskill for the career you love
Your goals are our goals

Since opening our doors in 2009, we’ve built a reputation for helping people achieve their professional development goals by offering a full-service online study experience that readily tailors to individual needs, at any point in their career.

We lead because we listen

We make sure to listen to industry contacts to understand the skills that graduates need to thrive. We listen to our course instructors when they pioneer new ways of making online learning environments more effective.

Most importantly, we listen to you—individuals investing in their future by taking charge of their own career.
More than 80 qualifications across key industry sectors

- Accounting and Finance
- Administration and Business
- Community Services
- Education
- Events and Tourism
- Human Resources
- Information Technology
- Logistics
- Management
- Marketing
- Project Management
- Retail
- Sales and Customer Contact
- Workplace Health and Safety
- Online Short Courses
Dedicated trainers

Highly qualified and industry experienced, our course instructors guide you through every course component to ensure that theory translates into the practical expertise that employers prize.

Get recognised

You can leverage your previous study and relevant work experience to accelerate your qualification through RPL. Plus, we have articulation agreements with a number of Australian universities, so certain diplomas earned through UpSKilled can give you up to a year of study credit towards a bachelor degree.

Exclusive video content

To assist learner progress, UpSKilled provides full and free access to the Lynda.com video training library (selected qualifications). Those studying for an IT qualification with UpSKilled are also supported via Pluralsight, a digital resource incorporating more than 3,000 virtual teaching sessions.
Online

All courses are available online and can be accessed via the online learning platform anytime, due to our rolling start dates. Having the option to access training materials and tasks anytime, anywhere means you can easily find the perfect work, life and study balance.

Nationally accredited

We are an RTO with over 80 nationally accredited qualifications in Management, Business, IT, WH&S, Finance & Accounting, Project Management, Customer Contact, HR, Community Services, Education, Retail, Marketing, Childcare, Events, Logistics and more.

Flexible payments

Select from a range of interest-free payment plans or pay upfront to receive a 15% discount. Partnering with Upskilled for a professional qualification can cost from as little as $22 per week.

Support to succeed

In addition to your dedicated trainer, Upskilled also has a support staff team available to assist should you need it, located here in Australia.
Upskill for the career you love
Courses to suit your lifestyle
Online learning

Superior content meets innovative delivery

The MyUpskilled learning portal offers a customised study environment that combines timeless adult learning principles with digital learning aids.

We’ve evolved the online learning experience to another level with training modules that are interactive, integrated, and available whenever and wherever you are.

How does online learning work?

Upskilled supports you every step of the way. Your dedicated trainer will monitor your progress and mentor you throughout your course. Get feedback on assignments, reach your trainer via phone, email or your learning portal, and invest in your professional skills training with total confidence.
Real outcomes

Your passport to professional acceleration

Upskilled qualifications will enhance your resume, keep your skills current and fill the gaps in your knowledge base. This allows you to broaden your skill set, seek internal promotion or enhance your earning capabilities.

For those looking to make a lateral move between industry sectors, Upskilled qualifications are an invaluable tool for enabling the transition— one that speaks loud and clear to potential employers.

Customised training for your unique business

Let us design a customised course for your business needs. Explore your government funding options and get advice on filling vital knowledge gaps.

Contact us on 1300 009 924 to make an enquiry or get a quote.
Flexible payment options

Option 1 - Pay upfront to receive 15% off

When you choose to pay upfront, you receive a discount on your course fees. Check the course page of the qualification you are interested in, to see pay-by-the-week, and upfront payment costs.

Option 2 - Study now, pay later

Upskilled students are offered 24 month interest-free payment plans for eligible courses. This means you don’t need to make a deposit, and you will incur no interest for 24 months. You can get started for as little as $27 a week!

Upskilled has teamed up with Zip to offer you flexible weekly, fortnightly or monthly interest-free payment plans, allowing you start studying now without the financial burden!

Option 3 - Upskilled payment plan

Upskilled also offers its own weekly or monthly payment plans. These plans are payable over a 12 month period and require an upfront enrolment fee. Contact us for more details.

Option 4 - Government subsidised training

Depending on the state or territory you reside in (and varying eligibility criteria), you may be eligible for various forms of government funding or incentives potentially saving thousands of dollars on a course. Head to the government funding FAQ section for more detailed information.
4 reasons to Upskill today

Get the skills that take you places

We collaborate with experts and industry leaders in every field of study to compile the most modern, up-to-date course material in the Australian business landscape.

Delivery that comes to you

We’re digital, through and through. Upskilled is an expert in the online delivery mode of learning, with dedicated help desk support and education partners who are respected leaders in their fields.

Balance that helps you thrive

We know you’re busy, so we design our online courses to be fully flexible, and self-paced so you can fit your study around your life.

Results that make life better

Upskilled courses build confidence and fuel career aspirations. They are expressly designed to enhance job satisfaction, boost salary expectations, and accelerate your professional progression.
Now's the time to speak to an education consultant about your career options by calling 1300 009 924 or visit our website

www.upskilled.edu.au