The Diploma of Business targets the practical skills and capabilities required of contemporary managers across a wide variety of contexts: the development and implementation of strategic business plans; the management of teams; effective engagement with marketing, finance, and procedural functions. The vocational understandings it promotes are relevant to every industry sector.

Who Should Attend
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.

Course Structure
The Diploma of Business is delivered by expert trainers in 6 x full day workshops scheduled across 9 months of this 12 month program. This approach allows students sufficient time between and after workshop completion to undertake self-directed learning, assignments and out-of-class assessment. Workshops engage participants in active discussion, problem-solving exercises, networking opportunities, and presentations related to the efficient conduct of administrative business operations and procedures.

Participants have the option of undertaking this course online, using Upskilled's customised Learning Management System, 'MyUpskilled'. The online program is conducted over a 12 month period and employs an approach that blends distance and online education in the management and delivery of learning resources.

Prerequisites
There are no formal prerequisites for this qualification.

Recognition of Prior Learning (RPL)
RPL is available for each Unit of Competency based on relevant workplace experience, formal training, or other expertise. To apply for RPL, please submit documentation in portfolio form for evaluation by Upskilled assessors.

Inclusions
Upskilled courses include detailed learning materials, assessments, and certification upon successful completion. Lunch and refreshments are included for classroom workshops, while online trainer support is included for online delivery.
Course Outline

The Diploma of Business comprises 8 units of competency as identified in the National Business Services Training Package. All units must be successfully completed to attain the certificate.

Upskilled arranges units of competency around a series of learning clusters in order to consolidate and customise the overall learning experience. Participants target skills and knowledge across 6 clusters (4 core, 2 elective). Below is Upskilled's standard course outline, however other elective streams are available upon request, in the areas of operational planning, sustainability, teamwork, diversity, and risk management.

### COMPULSORY UNITS

- **BSBWOR501B** Manage personal work priorities and professional development
- **BSBMGT403A** Implement continuous improvement
- **BSBHRM504A** Manage workforce planning
- **BSBHRM506A** Manage recruitment, selection, and induction processes
- **BSBPMG522A** Undertake Project Work
- **BSBADM502B** Manage meetings

### ELECTIVE UNITS

- **BSBWH5401A** Implement and monitor WHS policies, procedures and programs to meet legislative requirements
- **BSBCUS5501C** Manage quality customer service

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

Course Fees and Payment Options

The diploma has a total course fee of $9,000 under VET FEE-HELP. For further details on VET FEE-HELP and for the full fee schedule please visit [www.upskilled.edu.au/vet-fee-help](http://www.upskilled.edu.au/vet-fee-help)

How to Apply

Whether you’re inquiring as an individual, or as a manager acting on behalf of one or more employees, the easiest way to apply is to contact Upskilled:

- Select from more than 60 nationally accredited certificate and diploma courses
- Complete an application form at [www.upskilled.edu.au](http://www.upskilled.edu.au)
- Submit the form and an Upskilled Education Manager will contact you.

This qualification is delivered via an auspicing agreement with TrainSmart, RTO: 51771