DUAL DIPLOMA OF BUSINESS/MANAGEMENT (BSB50207/BSB51107)

This valuable double qualification combines the knowledge of business and management which delivers important skill sets to professionals who wish to enhance their career. At the conclusion of this course you will receive both a Diploma of Business and a Diploma of Management.

Who Should Attend
The dual diploma is appropriate for participants currently working in a senior business and/or managerial role. They regularly oversee the work of others, or perform specialised roles that require applied strategic leadership. It will also have professional resonance for individuals engaged in the management, marketing, communications, accounting, compliance, and information technology functions of their respective organisations. Relevant roles vary by industry sector and include: Coordinator, Leading Hand, Supervisor, Team Leader.

Course Structure
This course is delivered 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. Preferred pathways for candidates considering the Diploma of Management include:
- Certificate IV in Frontline Management (BSB40807) or other relevant qualification
- Demonstrated competency in a majority of units required for the Cert IV in Frontline Management (or other)
- Vocational experience, but without a formal management 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
- Ongoing trainer support for online delivery
- Upskilled students receive complimentary access to the entire lynda.com library. lynda.com provides a vast online library of instructional videos covering the latest software, creative, and business skills.
- Access to The Upskilled Student Rewards Program, providing members with savings on over 11,000 products and services across Australia and New Zealand.
Other Related Qualifications
1. Certificate IV in Frontline Management
2. Certificate IV in Small Business Management
3. Diploma of Business
4. Diploma of Business Administration

Course Outline
The Dual Diploma comprises 12 units of competency as identified in the National Business Services Training Package. All units must be successfully completed to attain both the Diploma of Business and Management.

<table>
<thead>
<tr>
<th>UNIT CODE</th>
<th>COMPULSORY UNITS</th>
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<tbody>
<tr>
<td>BSBWORS501B</td>
<td>Manage personal work priorities and professional development</td>
</tr>
<tr>
<td>BSBADM502B</td>
<td>Manage meetings</td>
</tr>
<tr>
<td>BSBWORS502B</td>
<td>Ensure team effectiveness</td>
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<tr>
<td>BSBMGT502B</td>
<td>Manage people performance</td>
</tr>
<tr>
<td>BSBHHRM506A</td>
<td>Manage recruitment, selection and induction processes</td>
</tr>
<tr>
<td>BSBCUS501C</td>
<td>Manage quality customer service</td>
</tr>
<tr>
<td>BSBWHS401A</td>
<td>Implement and monitor WHS policies, procedures and programs to meet legislative requirements</td>
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<tr>
<td>BSBMGT515A</td>
<td>Manage operational plan</td>
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<tr>
<td>BSBLED501A</td>
<td>Develop a workplace learning environment</td>
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<tr>
<td>BSBMGT403A</td>
<td>Implement continuous improvement</td>
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<tr>
<td>BSBPMG522A</td>
<td>Undertake project work</td>
</tr>
<tr>
<td>BSBHHRM513A</td>
<td>Manage workforce planning</td>
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Course Fees and Payment Options
The diploma has a total course fee of $13,500 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

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 70 nationally accredited certificate and diploma courses
- Complete an application form at 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