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 one of three delivery methods: online, classroom, or blended.

Online Learning Format
The online training program provides access to a fully customised e-learning environment, MyUpskilled. MyUpskilled includes powerpoint resources, reading materials, discussion boards, forums, access to assessments, resources, videos (including access to the Lynda.com video training library) and blogs. The course is conducted over a 8 month period with one unit of competency expected to be completed each month.

Classroom Format
Our classroom delivery requires attendance at 8 x full day (9am-4pm) face-to-face workshops scheduled across a 8 month period with one unit of competency completed each month. This format allows participants sufficient time between and after workshops 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. The location of classroom training is typically delivered institutionally.

Blended Classroom/Online Format
The blended training format is scheduled over a 8 month period with one unit of competency completed each month. There are typically 5 x full day (9am – 4pm) face to face workshops scheduled during the 8 month period.

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.
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

<table>
<thead>
<tr>
<th>UNIT CODE</th>
<th>UNIT TITLE</th>
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<tbody>
<tr>
<td>BSBWORS501B</td>
<td>Self-management and professional development</td>
</tr>
<tr>
<td>BSBMGT403A</td>
<td>Implement continuous improvement</td>
</tr>
<tr>
<td>BSBHRM513A</td>
<td>Manage workforce planning</td>
</tr>
<tr>
<td>BSBHRM506A</td>
<td>Manage recruitment, selection, and induction processes</td>
</tr>
<tr>
<td>BSBPMG522A</td>
<td>Undertake Project Work</td>
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<tr>
<td>BSBADM502B</td>
<td>Manage meetings</td>
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</tbody>
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### ELECTIVE UNITS

<table>
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<tr>
<th>UNIT CODE</th>
<th>UNIT TITLE</th>
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<tbody>
<tr>
<td>BSBWHS401A</td>
<td>Implement and monitor WHS policies, procedures and programs to meet legislative requirements</td>
</tr>
<tr>
<td>BSBCUS501C</td>
<td>Manage quality customer service</td>
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</tbody>
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For more information on other elective units available in this course, please contact one of our Education Managers.

Inclusions

- Access to fully customised online learning platfrom, MyUpskilled
- Access to the Student Support Services (Help desk) where students can receive support and assistance in the use of the LMS as well as any administration enquires
- Regular contact with their trainer via email, telephone and/or LMS communication tools
- Trainer/Student Messaging System
- Webinars - both live and recorded sessions
- Unlimited access to world leading video training provider Lynda.com
- Access to Upskilled’s Student Rewards Program

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 80 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.