

INTERGROUP

Training Services

RTO 41153



**Industry
customised
courses**

Business Services

BSB50215 Diploma of Business

Course Description

The BSB50215 Diploma of Business caters for operational supervisors wishing to take on senior managerial responsibilities within their organisation. They may possess substantial experience in a range of settings, but seek to further develop their skills across a wide range of business functions.

Students at this course level use initiative and judgement to plan and implement a range of leadership and management functions, with accountability for both personal and organisational outcomes. You would regularly use communication skills to identify, analyse and synthesise information from a variety of sources, then transfer your knowledge to others to express ideas and perspectives and respond to complex problems.

Students may include individuals with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to develop in order to create further educational, or business and self-employment opportunities.

Career Pathways

This course has no formal entry requirements, and may be suitable for applicants looking to enter a new industry or workplace, however the preferred pathways include:

- Industry employment, with or without experience management roles
- Involvement in a charity, sporting or community organisation
- Previous completion of formal training in a business or management related field

Possible career outcomes after completing the BSB50215 Diploma of Business may include:

- Executive officers
- Recruitment/HR coordinator
- Project coordinator
- Entrepreneur

INTERGROUP TRAINING SERVICES PTY LTD (RTO: 41153)

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Web: www.igts.com.au

ABN: 24 165 165 300

Course Delivery

Training and assessment will be conducted using a blended delivery model to cater for individual learning styles, which includes on-line resources, video and audio files, self-guided activities using the learning and assessment material supplied, and mentoring workshops.

The 8 units of competency to be delivered as part of this course are:

- BSBCUS501 Manage quality customer service
- BSBMKG501 Identify and evaluate marketing opportunities
- BSBWOR501 Manage personal work priorities and professional development
- BSBHRM405 Support the recruitment, selection and induction staff
- BSBRSK501 Manage risk
- BSBSUS501 Develop workplace policy and procedures for sustainability
- BSBADM502 Manage meetings
- BSBHRM501 Manage Human Resource Services

In addition to the learning resources provided, each student will be assigned a mentor who will provide individual attention and support to assist students to progress through the course. The mentor will be able to contextualise assessments to a specific industry to improve your employment outcome options.

Prospective students may discuss with IGTS prior to enrolment the possibility of substituting other units that may be more relevant to their industry requirements. This discussion will also include possible recognition of prior learning (RPL) that could be applied to the course.

Participants must have access to the following in order to complete their studies:

- Personal Computer or laptop with Internet
- Microsoft Office with Word, Excel, PowerPoint programs
- Adobe Acrobat Reader
- Email

Course Progression

If you decide to enrol in this course, your mentor will assess your training needs, and advise you of the likely timeframe to complete this course. The timeframes to complete the course work are based on what the mentor believes would be reasonably acceptable in a workplace, however students may apply to extend their enrolment if their course is not completed in 12 months from enrolment

Course progression is measured by completing each of the units of competency. There are multiple assessment tasks in each unit that have to be submitted, which allows your mentor to let you know if you are falling behind your training plan.

You may also complete the required assessments to achieve competency in each unit ahead of the dates listed on your training plan, and shorten the duration of your course.

Industry Customisation

IGTS doesn't just provide generic training. We customise our training based on the industry needs and experience of each student. Our assessment system allows you to complete your course using examples from your current workplace, other organisations you are involved with (not just a workplace), or if you are looking to change industries we can help with that too. Talk to us and see if this course is right for you.

How to apply?

Select the course and fill in online application form at www.igts.com.au along with required documents as mentioned in entry requirements.

Once we receive your application, one of our course consultants will get back to you within 48 hours, and will guide you how to proceed further.



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