

gain the **skills**  
to be your best

training

## Diploma of Business

### BSB50207

The Diploma of Business BSB50207 is the ideal training investment in an organisation's current and future leaders.

This qualification reflects the role of individuals with substantial experience in a range of settings and who are seeking to further develop their skills across a wide range of business functions. This qualification is also suited to the needs of individuals with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to further develop in order to create further educational and employment opportunities.

It is a practical qualification with a focus on the development of:

- People skills
- Operational skills
- Organisational skills
- Continuous improvement strategies
- Innovation and change
- Strategies to improve workplace safety

At Learning Verve, our program focuses on learning that is closely aligned to organisational needs and goals. This focus ensures that the learning is meaningful and has a practical and immediate application in the workplace.

#### Benefits for the organisation

- Increased productivity and efficiency
- Consistent application of management principles
- Creation of an organisational learning culture
- Improved customer service
- Greater scope of innovative solutions to a range of workplace issues
- Greater commitment to continuous improvement initiatives

#### Benefits for the individual

- Greater opportunity for cross-divisional networking
- Increased efficiency and productivity
- A nationally recognised qualification
- Opportunity to have existing skills recognised (Recognition of Prior Learning)
- Greater career mobility
- Development of management/supervisory skills
- Increased job satisfaction



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Diploma of Business requires students to complete 8 units for the qualification.

Choose any 8 units from the following units.

BSBWRT501A	Write persuasive copy
BSBADM506B	Manage business document design and development
BSBADM504B	Plan or review administration systems
BSBADM503B	Plan and manage conferences
BSBADM502B	Manage meetings
BSBHRM501A	Manage human resources services
BSBHRM502A	Manage human resources management information systems
BSBHRM504A	Manage workforce planning
BSBHRM505A	Manage remuneration and employee benefits
BSBHRM506A	Manage recruitment, selection and induction processes
BSBHRM507A	Manage separation or termination
BSBHRM509A	Manage rehabilitation or return-to-work programs
BSBHRM510A	Manage mediation processes
BSBLED502A	Manage programs that promote personal effectiveness
BSBMKG501B	Identify and evaluate marketing opportunities
BSBMKG502B	Establish and adjust the marketing mix
BSBMKG506B	Plan market research
BSBMKG507A	Interpret market trends and developments
BSBMKG508A	Plan direct marketing activities
BSBMKG509A	Implement and monitor direct marketing activities
BSBMKG510A	Plan electronic marketing communications
BSBMKG514A	Implement and monitor marketing activities
BSBPMG510A	Manage projects
BSBRISK501A	Manage risk
BSBWOR501A	Manage personal work priorities and professional development



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### Program Delivery Options

Workplace training – a training plan will be customised to address specific organisational training needs. Please note if delivering to a group (minimum of 6), all participants must be on the same training plan.

### Mutual Recognition

Learning Verve recognises AQTF Qualifications and Statements of Attainment issued by other RTOs under our 'Mutual Recognition' obligation. Originals of any AQTF Qualifications or Statements of Attainment will need to be sighted prior to enrolment so that any exemptions can be identified and granted (in accordance with Learning Verve's Credit Transfer and RPL/RCC policies and procedures).

### Recognition of Prior Learning (RPL)

Participants who already possess the required knowledge and skills within specific units of competency (regardless of where or how these were acquired) may apply for Recognition of Prior Learning (RPL). Participants who apply for RPL will need to provide evidence of their competence. Successful RPL applications will lead to exemptions from the identified unit/s of competency.

### Entry requirements

The program is open to anyone currently working in a management, supervisory or team leader role. Participants will need to demonstrate that they have the requisite English language/literacy skills as well as the ability to analyse and solve problems.

### Certification

Participants who successfully complete the program of study will be issued with a Diploma of Business.

Call Learning Verve on 03 9676 9211 for more information.



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