BSB50120

DIPLOMA OF
BUSINESS

The Diploma of Business is a nationally recognised course which provides graduates with skills and knowledge required to perform effectively as executive officers, program consultants or program coordinators in an organisation.

Graduates of Diploma of Business will have gained knowledge and skills of business management practices, an understanding of the dynamics and principles underlying effective organisations, as well as the necessary skills to competently function within small or large business units.

Target Group	This qualification would apply to individuals with various job titles including executive officers, program consultants and program coordinators.
Entry Requirements	• Working in, or aspiring to work in, a supervisory role • Solid language, literacy and numeracy skills • Computer literacy • Access to a computer and internet.
Cost	**Non funded price:** $4,200 payment plan available **RPL:** $250 per unit
Method of Delivery	• Facilitated virtual delivery (Via Zoom) • Supported distance online delivery • Recognition of prior learning (RPL)
Duration	12-18 months.
Outcome	**Nationally Recognised Qualification**

NATIONALLY RECOGNISED
TRAINING

PIVOT
institute
training excellence

MINE TRAINING
AUSTRALIA

RTO Code: 51586   www.minetrainingaustralia.edu.au

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BUSINESS

NATIONALLY RECOGNISED TRAINING

ABOUT THE PROGRAM

BLOCK 1 - MANAGING YOURSELF, OTHERS
- BSBLDR522 – Manage People Performance
- BSBPEF501 – Manage Personal and Professional Development
- BSBTWK503 – Manage Meetings

Monday 30th January 2023
Tuesday 31st January 2023

Wednesday 1st February 2023

BLOCK 2 - FINANCIAL PLANNING, RESOURCE MANAGEMENT AND WORKPLACE SUSTAINABILITY
- BSBFIN501 Manage budgets and financial plans
- BSBOPS501 Manage business resources
- BSBSUS511 Develop workplace policies and
- procedures for sustainability

Monday 22nd May 2023
Tuesday 23rd May 2023
Wednesday 24th May 2023

BLOCK 3 - CRITICAL THINKING, OPERATIONAL PLANNING AND COMMUNICATION
- BSBXCM501 Lead communication in the workplace
- BSBOPS502 - Manage Business Operational Plans
- BSBCRT511 - Develop Critical Thinking in Others

Monday 3rd July 2023
Tuesday 4th July 2023
Wednesday 5th July 2023

BLOCK 4 - MANAGING RISK, WORKPLACE RELATIONSHIPS & DEMONSTRATING EMOTIONAL INTELLIGENCE
- BSBOPS504 - Manage Business Risk
- BSBPEF502 - Develop and Use Emotional Intelligence
- BSBLDR523 - Lead and Manage Effective Workplace Relationships

Monday 23rd October 2023
Tuesday 24th October 2023
Wednesday 25th October 2023

DELIVERY METHODS

FACILITATED VIRTUAL DELIVERY
Here at The Pivot Institute, we are leaders in the field with our own Pivot Online Learning System (POLS). Virtual face-to-face participants will be set up on our leading online learning platform; the Pivot Online Learning System (POLS). This platform provides students with the content, resources and assessment documentation necessary to complete the course. Participants will attend virtual classrooms with industry leading facilitators. Participants can start the course anytime and will be required to book in and attend sessions via Zoom. Printed workbooks, assessment documentation and all resources are provided and posted to students.

SUPPORTED DISTANCE DELIVERY
Supported distance delivery participants will be set up on our leading online learning platform; the Pivot Online Learning System (POLS). This platform provides participants with all learning materials and resources to cover the content in the certificate. Printed workbooks, assessment documentation and all resources are provided and posted to students. Participants receive regular facilitator contact to support them throughout the duration of the course.

RECOGNITION OF PRIOR LEARNING
RPL is an assessment process that enables an applicant to gain recognition of skills and knowledge regardless of how they were achieved. This may include formal or informal learning, work experience, or general life experience. Where RPL is granted you do not have to participate in further training and assessment for skills and knowledge that you already possess.