



DIPLOMA OF BUSINESS

OVERVIEW

This qualification provides you with core business knowledge and skills to enable you to move successfully into management roles. It will build on your past experience and enable you to respond to opportunities in the workplace and meet these challenges with confidence. The skills and knowledge you gain from this course will equip you with the ability to work across a broad range of businesses and roles. Key learning areas include: managing budgets and finances, sustainability, leading communication, recruitment and onboarding, business operational plans, risk management, projects, managing personal and professional development, digital technologies for collaboration, and marketing.

LEARNING OUTCOMES

- Managing budgets and finances
- Sustainability
- Leading communication
- Recruitment and onboarding
- Business operational plans
- Risk management
- Projects
- Managing personal and professional development
- Digital technologies for collaboration
- Marketing

COMPULSORY UNITS

BSBCRT511 Develop critical thinking in others
BSBFIN501 Manage budgets and financial plans
BSBOPS501 Manage business resources
BSBSUS511 Develop workplace policies and procedures for sustainability
BSBXCM501 Lead communication in the workplace
BSBHRM525 Manage recruitment and onboarding
BSBOPS502 Manage business operational plans
BSBOPS504 Manage business risk
BSBPMG430 Undertake project work
BSBPEF501 Manage personal and professional development
BSBTEC404 Use digital technologies to collaborate in a work environment
BSBMKG542 Establish and monitor the marketing mix

ASSESSMENT

The assessments will enable students to demonstrate the underpinning knowledge, skills and attributes required to meet the course outcomes. A range of assessment strategies to meet different student's needs will be selected. Detailed information will be provided at commencement of each unit.

CERTIFICATION

By successfully completing this course you will receive a nationally recognised AQF qualification.

CAREERS

- Manager
- Supervisor
- Team leader
- Business manager
- Administration manager
- Program coordinator

DELIVERY METHODS

- Blended – Teaching and assessment will be conducted on-campus and online.
- Traineeship – Teaching and assessment will be required to be conducted as part of a traineeship

LOCATIONS

- McKoy Street, Wodonga Vic (Main campus)

DURATION

Full-time: 15 months (1 evening session per week on campus). Traineeship: 24 months

DELIVERY SCHEDULE

If the course is not available for online application, register your details via the 'Enquire Now' form to be notified when future dates are scheduled, or to chat to our friendly Customer Experience team.
Traineeship - Individual training plans will be developed in consultation with your employer, as part of your traineeship.

REQUIREMENTS

Students are encouraged to supply their own laptop for coursework and assessments.

FEES

Government Funded \$5,400.00 (Tuition \$5,400.00, Materials \$0.00)

Fee For Service \$6,480.00 (Tuition \$6,480.00, Materials \$0.00)

FEES ADDITIONAL INFORMATION

The student tuition fees published are indicative only and can be subject to change given individual circumstances at the time of enrolment. Funding made available to eligible individuals by State and Commonwealth Governments. If funding is utilised, this may affect future opportunities to access additional funding in the future. For more information see 'Fee information and eligibility' under the 'How to Apply' tab on the Wodonga TAFE website.

VET Student Loans may be available to eligible individuals. For more information, visit <https://www.education.gov.au/vet-student-loans> or see the 'VET Student Loans' page on our website under the 'How to Apply' tab.

HOW TO APPLY

Apply online now via the 'Apply Now' button. If the course is not available for online application, register your details via the 'Enquire Now' form to be notified when future dates are scheduled, or to chat to our friendly Customer Experience team.

Once you submit an application for this course you will receive a separate email from LLN Robot to complete both a Digital Assessment and a Learning, Reading, Writing, Oral and Numeracy Assessment (LLN Assessment) online.

Please check your junk mail if this does not come to your inbox. All students are asked to complete the Digital and LLN assessments to determine any support requirements and to ensure the course and mode of delivery is suitable for the student.

Please allow one hour to complete the Digital and LLN assessments. You will need a computer with speakers or headphones as there is an audio section in the LLN assessment.

Your LLN and Digital assessments will need to be completed one week after receiving it to progress your application to the next stage, or your application may be withdrawn due to inactivity.

If you are unable to access the LLN assessment or the Digital assessment links please contact our Customer Experience team as soon possible.

Note: Completion of the LLN and Digital assessments does not guarantee a place in the course at Wodonga TAFE. Numbers are limited and selected applicants will be contacted to attend an interview. If an applicant is not accepted into their preferred course they will be contacted and provided information on alternate pathways and/or courses.

For traineeship information and enrolments, the Australian Apprenticeship Support Network (AASN) is your first point of contact for queries about a traineeship or apprenticeship,

www.australianapprenticeships.gov.au/about-aasn.

Please note: We reserve the right to close course intakes early. Many courses have limited places and high demand. Early applications are recommended. We reserve the right to cancel intakes and courses if there are insufficient student numbers.

PATHWAYS

This qualification may lead to further studies in similar or related industry including management or leadership and management. You may also gain credits towards further studies at university - please check with your chosen university. More information about our university partnerships is available at

www.wodongatafe.edu.au/careerdirect

WHEN YOU CAN ENROL

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