Quality Training Solutions
Registered Training Organisation

Diploma of Business
BSB50207
Quality Training Solutions

Quality Training Solutions (QTS) is a Registered Training Organisation (RTO), delivering nationally recognised courses. All courses and services are designed with flexible learning in mind and are tailored to meet the developmental needs of employers and individual students.

The quality of an education and training provider can be measured by the standard of its curriculum, the excellence of its academic staff, the strength of its industry partners and ultimately the success of its graduates. QTS’s education technology platform enables students to fit study within their busy schedules by allowing them to study when and where they like. This flexible learning technology also facilitates direct access to academic teaching staff and support services.

Our **Vision** is to be recognised as one of the leading business education and training providers in Australia and the Asia Pacific region.

Our **Mission** is to deliver quality education and training programs that gives our students the chance to create a positive future for themselves in the form of employment, career advancement and pathways to further education and self-development.

**Why Study with QTS?**

- Participants have the freedom to study where they like and when they like, progressing at their own pace
- Our courses enable participants to apply their learning to their workplace and/or life experience
- Our courses are nationally recognised
- Participants can combine self-paced learning with trainer support. Our trainers are experienced industry professionals who will support students in their progress through their course
- Our courses are competency based
- Our courses are inclusive of training materials
- Participants can continue working while studying
- Our courses lead to a nationally recognised qualification, which is accepted by training providers and employers across Australia
- Our courses can be completed within 6 - 12 months, less if you commit the time
Diploma of Business

Overview

The Diploma of Business reflects the role of individuals with substantial experience in a range of settings 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 develop in order to create further educational and employment opportunities.

Through the Diploma of Business participants will develop skills in a wide range of business functions including business administration, human resources, marketing and management. Participants are encouraged to select units that best suit their interests, employment and career goals.

Online or Distance learning allows students the flexibility of completing their course at their own pace, at times to suit work and other life commitments. Avoiding commutes, classrooms and rigid timetables are just a few good reasons to undertake distance learning. Students can "attend" a course at anytime, from anywhere.
Qualification Details:

Cost: Please contact the friendly staff at QTS for more information about qualification cost. Please note, payment plans are available.

Phone: 1300 946 309 or 07 5593 8333
Email: admin@qts.edu.au

Potential Career Outcomes:

- Coordinator
- Leading hand
- Supervisor
- Team leader

Delivery Mode:

- Online
- Distance (workbooks and assessments sent via post)
- Recognition of Prior Learning

Course Duration: 18 months max

Student Support: Both phone and email support is provided throughout enrolment

Nationally Recognised: Yes

Pathways: Previous completion of the Certificate IV in Business or similar, or experience in a range of work environments in senior support roles.

Entry Requirements: Minimum age for entry into this qualification is 16 years. If under 18 years enrolment form must be signed by a parent or guardian.

Resource Requirements: Students must have access to a computer. Students will also need access to the following

- Internet
- Printer
- Scanner
- Macromedia Flash Player
- Adobe Acrobat Reader
Unit Descriptions:

This qualification requires 8 units, no more than e units may be selected from any one group.

**GROUP B**

BSBADM502B Manage Meetings
- Prepare for meetings
- Conduct meetings
- Follow up meetings

BSBADM504B Plan or review administration systems
- Plan or review administration systems
- Implement new or modified administration system
- Monitor administration system

BSBADM506B Manage business document design and development
- Establish documentation standards
- Manage template design and development
- Develop standard text for documents
- Develop and implement strategies to ensure the use of standard documentation
- Develop and implement strategies for maintenance and continuous improvement of standard documentation

BSBHRM506A Manage recruitment selection and induction process
- Develop recruitment, selection and induction policies and procedures
- Recruit and select staff
- Manage staff induction

BSBHRM513A Manage workforce planning
- Research workforce requirements
- Develop workforce objectives and strategies
- Implement initiatives to support workforce planning objectives
- Monitor and evaluate workforce trends

BSBHRM507A Manage separation or termination
- Develop policies and procedures for separation/termination of employment
- Manage separation/termination processes
- Manage exit interview process

BSBLED502A Manage programs that promote personal effectiveness
- Research and analyse employee health issues
- Plan health and wellbeing program/s
- Implement, administer and monitor program/s
- Evaluate program/s

**GROUP C**

BSBHRM501B Manage human resources services
- Determine strategies for delivery of human resources services
- Manage the delivery of human resources services
- Evaluate human resources service delivery
- Manage integration of business ethics in human resources practices
GROUP D

BSBMKG501B Identify and evaluate marketing opportunities
- Identify marketing opportunities
- Investigate marketing opportunities
- Evaluate required changes to current operations

GROUP E

BSBRSK501B Manage risk
- Establish risk context
- Identify risks
- Analyse risks
- Select and implement treatments

BSBWOR501B Manage personal work priorities and professional development
- Establish personal work goals
- Set and meet own work priorities
- Develop and maintain professional competence

BSBPMG522A Undertake project work
- Define project
- Develop project plan
- Administer and monitor project
- Finalise project
- Review project
Enrol Today!

Enrolling into the Diploma of Business through QTS is a quick and easy process.

To enrol, simply go to the QTS website at www.qts.edu.au and click ‘Enrol Now.’

Here you will be able to access the QTS participant handbook and enrolment form. Please complete the enrolment form and either email it to admin@qts.edu.au or post it to the following address

Quality Training Solutions
PO BOX 92
Miami
QLD 4220

If you require any additional information or assistance then please don’t hesitate to contact our friendly staff on 1300 946 309 or email admin@qts.edu.au

Other Qualifications Available Through QTS Include:

Certificate III in Business
Certificate III in Business Administration
Certificate IV in Business
Certificate IV in Business Administration
Certificate IV in Small Business Management
Certificate IV in Frontline Management
Certificate IV in Human Resources
Certificate IV in Bookkeeping
Diploma of Management