BSB50207 Diploma of Business &
BSB51107 Diploma of Management
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.
BSB50207 Diploma of Business &
BSB51107 Diploma of Management

Description
This dual diploma enables individuals to develop key business and management skills required of todays professionals. You can expect to learn about the following areas; managing meetings, facilitating continuous improvement, business document design, WHS, managing risk, project work and work priorities.

Career Outcomes
- Manager
- Executive officer
- Program consultant
- Program coordinator

Delivery Modes
- Online
- Distance (workbooks and assessments are mailed via Australia post)
- Recognition of prior learning (RPL)

Course Commencement
QTS does not have set course commencement dates meaning individuals can enrol and commence their chosen course at any time.

Duration
QTS courses are self-paced. Enrolments are valid for 24 months. Students can apply for an additional 6 month extension if required.

Entry Requirements
Minimum age for entry into this qualification is 16 years. If an individual is under 18 years their parent or guardian must sign a consent form.

Student Support
QTS provides 24/7 support! Students are supported by their industry experienced trainer via phone and email throughout enrolment.

Resource Requirements
Students will be provided with training material either online or in a workbook, a learner guide to supplement the training material and assessment activities for all units of competence.

Students must have access to the following resources
- Computer
- Internet
- Email
- Scanner
- Printer
- Macromedia Flash Player
- Adobe Acrobat Reader
- Software such as Microsoft Word, Excel, PowerPoint
- Workplace policies and procedures
- Workplace hazard assessments and reporting documents
- Relevant legislation, regulations, licensing requirements, codes of practice and standards
- Workplace style guide
- Product/service information
Please note: If you are currently not working and do not have access to workplace policies and other documents, your trainer and/or assessor will provide you with simulated samples or information regarding how you can access such policies and documents.

Course Fees¹ - November 2014

<table>
<thead>
<tr>
<th></th>
<th>Online/RPL delivery: $1,500 AUD (includes admin fee)</th>
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<tbody>
<tr>
<td><strong>Option 1</strong></td>
<td>$1,000 upon enrolment + $500 on the 15th of the next month following course commencement</td>
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<tr>
<td><strong>Option 2</strong></td>
<td>$250 upon enrolment plus $14.20 x 88 weekly payments</td>
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<tr>
<td><strong>Option 3</strong></td>
<td>$250 upon enrolment plus $28.40 x 44 fortnightly payments</td>
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<tr>
<td><strong>Option 4</strong></td>
<td>$250 upon enrolment plus $58.60 x 22 monthly payments</td>
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<tr>
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<th>Distance delivery: $1,700 AUD (includes admin fee)</th>
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<tr>
<td><strong>Option 1</strong></td>
<td>$1,000 upon enrolment + $233.33 x 3 consecutive monthly payments commencing on the 15th of the next month following course commencement</td>
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<tr>
<td><strong>Option 2</strong></td>
<td>$250 upon enrolment plus $15.34 x 88 weekly payments</td>
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<tr>
<td><strong>Option 3</strong></td>
<td>$250 upon enrolment plus $30.68 x 44 fortnightly payments</td>
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<tr>
<td><strong>Option 4</strong></td>
<td>$250 upon enrolment plus $61.36 x 22 monthly payments</td>
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¹ In accordance with NVR standard 22.3 – Protection of Fees, QTS does not accept more than $1000 in advance from each student and payments made for tuition yet to be delivered cannot exceed $1500.
# BSB50207 Diploma of Business & BSB51107 Diploma of Management

**Available Units**
The Dual Diploma of Business and Management requires the successful completion of the following 8 units.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
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<tbody>
<tr>
<td>BSBADM502B</td>
<td><strong>Manage meetings</strong>&lt;br&gt;- Prepare for meetings&lt;br&gt;- Conduct meetings&lt;br&gt;- Follow up meetings</td>
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<tr>
<td>BSBADM506B</td>
<td><strong>Manage business document design and development</strong>&lt;br&gt;- Establish documentation standards&lt;br&gt;- Manage template design and development&lt;br&gt;- Develop standard for text documents&lt;br&gt;- Develop and implement strategies to ensure the use of standard documentation&lt;br&gt;- Develop and implement strategies for maintenance and continuous improvement of standard documentation</td>
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<tr>
<td>BSBMKG501B</td>
<td><strong>Identify and evaluate marketing opportunities</strong>&lt;br&gt;- Identify marketing opportunities&lt;br&gt;- Investigate marketing opportunities&lt;br&gt;- Evaluate required changes to current operations</td>
</tr>
<tr>
<td>BSBWHS501A</td>
<td><strong>Ensure a safe workplace</strong>&lt;br&gt;- Establish and maintain a WHS management system&lt;br&gt;- Establish and maintain effective and compliant participation arrangements for managing WHS&lt;br&gt;- Establish and maintain procedures for effectively identifying hazards, and assessing and controlling risks&lt;br&gt;- Evaluate and maintain a WHS management system</td>
</tr>
<tr>
<td>BSBRSK501B</td>
<td><strong>Manage risk</strong>&lt;br&gt;- Establish risk context&lt;br&gt;- Identify risks&lt;br&gt;- Analyse risks&lt;br&gt;- Select and implement treatments</td>
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<tr>
<td>BSBPMG522A</td>
<td><strong>Undertake project work</strong>&lt;br&gt;- Define project&lt;br&gt;- Develop project plan&lt;br&gt;- Administer and monitor project&lt;br&gt;- Finalise project&lt;br&gt;- Review project</td>
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<tr>
<td>BSBWOR501B</td>
<td><strong>Manage personal work priorities and professional development</strong>&lt;br&gt;- Establish personal work goals&lt;br&gt;- Set and meet own work priorities&lt;br&gt;- Develop and maintain professional competence</td>
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<tr>
<td>BSBWOR502B</td>
<td><strong>Ensure team effectiveness</strong>&lt;br&gt;- Establish team performance plan&lt;br&gt;- Develop and facilitate team cohesion&lt;br&gt;- Facilitate teamwork&lt;br&gt;- Liaise with stakeholders</td>
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Recognition of Prior Learning:

Recognition of prior learning (RPL) is a process whereby you demonstrate that you have acquired the required skills and knowledge for certain units or qualifications within a particular industry through work experience, education, training and life experiences.

RPL is available on the Dual Diploma of Business and Management. Information regarding RPL is available on the QTS website under 'Training'. Alternatively, you can contact a QTS staff member on 1300 946 309 to discuss your RPL options.
Why Choose QTS?

- Nationally recognised training
- Full support by phone and email 7 days a week
- All training materials provided
- No hidden costs
- Study where and when it suits you
- Progress at your own pace
- Combine self-paced learning with experienced trainer support
- Continue working while you are studying
- Graduate within 6 – 12 months or less if you commit the time
- Our courses enable participants to apply their learning to their workplace and/or life experience
- Our courses are competency based
- Able to resubmit assessments until competent
Enrol Today!

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 online or distance learning. Students can "attend" a course at any time, from anywhere.

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

1. Read the Participant Handbook
2. Register as a student by completing the Enrolment Form
3. Email your completed enrolment form to admin@qts.edu.au

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:

- BSB30412 Certificate III in Business Administration
- BSB30112 Certificate III in Business
- BSB40507 Certificate IV in Business Administration
- BSB40212 Certificate IV in Business
- BSB40812 Certificate IV in Frontline Management
- BSB40407 Certificate IV in Small Business Management
- BSB41013 Certificate IV in Human Resources
- FNS40211 Certificate IV in Bookkeeping
- BSB50207 Diploma of Business
- BSB51107 Diploma of Management