



Quality Training Solutions



Diploma of Business
BSB502 15

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.



Diploma of Business

BSB50215

Description

This qualification would apply to individuals with various job titles including executive officers, program consultants and program coordinators. Individuals in these roles may possess substantial experience in a range of settings, but seek to further develop their skills across a wide range of business functions.

Career Outcomes

- 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 12 months (full time) or 24 months (part time).** Students can apply for an additional 6 month extension if required at a cost of \$250 AUD

Entry Requirements

Age:

Minimum age for entry into this qualification is 18 years.

Education & Experience:

There are no formal entry requirements in relation to prior education or experience for this qualification. However, it is recommended that students meet the following criteria;

- Successfully completed Australian Year 12 (or equivalent) OR
- Successfully completed Certificate III or higher qualification(s) AND
- Have at least 12 months work experience in a supervisory or management role AND
- Sound literacy, numeracy and computing skills

Applicants that are not able to provide proof of the above must complete a language, literacy and numeracy test upon enrolment.

The learning materials and assessments within this qualification are in a written online or workbook format. Therefore, in order to successfully complete this course, students must have the ability to read and comprehend learning materials and undertake a variety of written assessments.

English Language:

Entry into this qualification requires proof of English proficiency to an Australian Year 12 level or equivalent. Equivalency can be shown through the following;

- Qualification completed in English at a Certificate III level or higher OR
- A minimum of 2 years work experience in a position that involves communicating in English (written and verbal communication).

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
- Software such as Microsoft Word, Excel, PowerPoint
- Printer
- Adobe Acrobat Reader
- Digital video recording device/digital camera (included in most mobile phones)

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

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Available Units

Students are required to complete 8 out of the 15 units listed below in order to obtain the Diploma of Business. No more than 3 units may be selected from any one group.

Unit Code	Unit Name
GROUP B	
BSBADM502	<p>Manage meetings This unit describes the skills and knowledge required to manage a range of meetings including overseeing the meeting preparation processes, chairing meetings, organising the minutes and reporting meeting outcomes.</p> <p>Elements – Essential Outcomes</p> <ul style="list-style-type: none">▪ Prepare for meetings▪ Conduct meetings▪ Follow up meetings
BSBADM504	<p>Plan and implement administrative systems This unit describes the skills and knowledge required to plan for or review the requirements of effective administrative systems and procedures for implementing, monitoring and reviewing the system.</p> <p>Elements – Essential Outcomes</p> <ul style="list-style-type: none">▪ Plan of the new modified administrative system▪ Implement new or modified administrative system▪ Monitor administrative system
BSBADM506	<p>Manage business document design and development This unit describes the skills and knowledge required to establish standards for the design and production of organisational documents and to manage document design and production processes to ensure agreed standards are met.</p> <p>Elements – Essential Outcomes</p> <ul style="list-style-type: none">▪ 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
GROUP C	

BSBHRM501	<p>Manage human resources services This unit describes the skills and knowledge required to plan, manage and evaluate delivery of human resource services, integrating business ethics.</p> <p>Elements – Essential Outcomes</p> <ul style="list-style-type: none"> ▪ Determine strategies for delivery of human resources services ▪ Manage the delivery of human resources services ▪ Evaluate human resources service ▪ Manage integration of business ethics in human resources practices
BSBHRM513	<p>Manage workforce planning This unit describes the skills and knowledge required to manage planning in relation to an organisation's workforce including researching requirements, developing objectives and strategies, implementing initiatives and monitoring and evaluating trends.</p> <p>Elements – Essential Outcomes</p> <ul style="list-style-type: none"> ▪ Research workforce requirements ▪ Develop workforce objectives and strategies ▪ Implement initiatives to support workforce planning objectives ▪ Monitor and evaluate workforce trends
BSBHRM506	<p>Manage recruitment, selection and induction process This unit describes the skills and knowledge required to manage all aspects of recruitment selection and induction processes in accordance with organisational policies and procedures.</p> <p>Elements – Essential Outcomes</p> <ul style="list-style-type: none"> ▪ Develop recruitment, selection and induction policies and procedures ▪ Recruit and select staff ▪ Manage staff induction
BSBHRM507	<p>Manage separation or termination This unit describes the skills and knowledge required to deal with redeployment, resignation, retirement, dismissal and redundancy, including the conduct of exit interviews.</p> <p>Elements – Essential Outcomes</p> <ul style="list-style-type: none"> ▪ Develop policies and procedures for separation/termination of employment ▪ Manage separation/termination process ▪ Manage exit interview process
BSBHRM509	<p>Manage rehabilitation or return-to-work programs This unit describes the skills and knowledge required to process and analyse workers' compensation and sick leave claims. It also covers the establishment of rehabilitation needs and return to work programs and their monitoring, review and evaluation.</p> <p>Elements – Essential Outcomes</p> <ul style="list-style-type: none"> ▪ Analyse claims ▪ Establish rehabilitation/return to work program ▪ Monitor/evaluate rehabilitation/return to work program
GROUP D	
BSBMKG501	<p>Identify and evaluate marketing opportunities This unit describes the skills and knowledge required to identify, evaluate and take advantage of marketing opportunities by analysing market data, distinguishing characteristics of possible markets and assessing viability of changes to operations.</p>

	<p>Elements – Essential Outcomes</p> <ul style="list-style-type: none"> ▪ Identify marketing opportunities ▪ Investigate marketing opportunities ▪ Evaluate required changes to current operations
<p>BSBMKG514</p>	<p>Implement and monitor marketing activities This unit describes the skills and knowledge required to apply and observe marketing plan objectives and action necessary improvements.</p> <p>Elements – Essential Outcomes</p> <ul style="list-style-type: none"> ▪ Implement marketing strategies and tactics ▪ Monitor marketing strategies and tactics ▪ Evaluate and improve marketing performance
<p>GROUP E</p>	
<p>BSBINN502</p>	<p>Build and sustain an innovative work environment This unit describes the skills and knowledge required to create an environment that enables and supports the application of innovative practice focusing on a holistic approach to the integration of innovation across all areas of work practice.</p> <p>Elements – Essential Outcomes</p> <ul style="list-style-type: none"> ▪ Lead innovation by example ▪ Establish work practices that support innovation ▪ Promote innovation ▪ Create a physical environment which supports innovation ▪ Provide learning opportunities
<p>BSBMGT403</p>	<p>Implement continuous improvement This unit describes the skills and knowledge required to implement the organisation’s continuous improvement systems and processes. It covers using systems and strategies to actively encourage the team to participate in the process, monitoring and reviewing performance, and identifying opportunities for further improvements.</p> <p>Elements – Essential Outcomes</p> <ul style="list-style-type: none"> ▪ Implement continuous improvement systems and processes ▪ Monitor and review performance ▪ Provide opportunities for further improvement
<p>BSBPMG522</p>	<p>Undertake project work This unit describes the skills and knowledge required to undertake a straightforward project or a section of a larger project. It covers developing a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learned for application to future projects.</p> <p>Elements – Essential Outcomes</p> <ul style="list-style-type: none"> ▪ Define project ▪ Develop project plan ▪ Administer and monitor project ▪ Finalise project ▪ Review project
<p>BSBRSK501</p>	<p>Manage Risk This unit describes skills and knowledge required to manage risks in a range of contexts across an organisation or for a specific business unit or area in any industry setting.</p>

	<p>Elements – Essential Outcomes</p> <ul style="list-style-type: none"> ▪ Establish risk context ▪ Identify risks ▪ Analyse risks ▪ Select and implement treatments
<p>BSBWOR501</p>	<p>Manage personal work priorities and professional development This unit describes the skills and knowledge required to create systems and process to organise information and prioritise tasks.</p> <p>Elements – Essential Outcomes</p> <ul style="list-style-type: none"> ▪ Establish personal work goals ▪ Set and meet own work priorities ▪ Develop and maintain professional competence

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.

We have created a Recognition of Prior Learning kit that includes a portfolio of evidence checklist. The checklist details the information and evidence you need to collect and provide in order to demonstrate that you have the required skills and knowledge to obtain the unit/certificate. The process is rather straight forward and we are here to help with any questions that you may have along the way. Should you not have the skills and knowledge in a given area you can complete the associated unit via online/distance learning.

RPL is available on the Diploma of Business. 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.

Course Fees

Online/RPL delivery: \$1,600 AUD (includes admin fee)	
Option 1	\$1,500 upon enrolment + \$100 on the 15 th of the next month following course commencement
Option 2	\$250 upon enrolment plus \$27.00 x 50 weekly payments
Option 3	\$250 upon enrolment plus \$54.00 x 25 fortnightly payments
Option 4	\$250 upon enrolment plus \$112.50 x 12 monthly payments

Distance delivery: \$1,850 AUD (includes admin fee)	
Option 1	\$1,500 upon enrolment + \$350 on the 15 th of the next month following course commencement
Option 2	\$250 upon enrolment plus \$32.00 x 50 weekly payments
Option 3	\$250 upon enrolment plus \$64.00 x 25 fortnightly payments
Option 4	\$250 upon enrolment plus \$160.00 x 10 monthly payments



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 Diploma of Business 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:

BSB30415 Certificate III in Business Administration
BSB30115 Certificate III in Business
BSB40515 Certificate IV in Business Administration
BSB40215 Certificate IV in Business
BSB42615 Certificate IV in New Small Business
BSB41015 Certificate IV in Human Resources
FNS40215 Certificate IV in Bookkeeping
BSB51915 Diploma of Leadership and Management

