

Qualification Outline

Diploma of Business

Code: BSB50207

QUALIFICATION PACKAGING RULES

8 units must be selected for this qualification

8 units selected from the units listed below; no more than 3 units may be selected from any one area. The units must be relevant to the work outcome and local industry requirements.

Business Administration Units

●	BSBCUS501A	Manage quality customer service
●	BSBFIM501A	Manage budgets and financial plans
●	BSBFIM502A	Manage payroll
●	BSBADM502B	Manage meetings
●	BSBADM503B	Plan and manage conferences
●	BSBADM504B	Plan or review administration systems
●	BSBADM506B	Manage business document design and development
●	BSBSLS501A	Develop a sales plan
●	BSBSLS502A	Lead and manage a sales team
●	BSBSUS501A	Develop workplace policy and procedures for sustainability
●	BSBWRK509A	Manage industrial relations

Human Resource Management Units

●	BSBHRM501A	Manage human resource services
●	BSBHRM502A	Manage human resource management information systems
●	BSBHRM503A	Manage performance management systems
●	BSBHRM504A	Manage workforce planning
●	BSBHRM505A	Manage remuneration and employee benefits
●	BSBHRM506A	Manage recruitment, selection & induction processes
●	BSBHRM507A	Manage separation or termination
●	BSBHRM509A	Manage rehabilitation or return to work programs
●	BSBHRM510A	Manage mediation processes
●	BSBLED501A	Develop a workplace learning environment
●	BSBLED502A	Manage programs that promote personal effectiveness

Management Units

●	BSBINM501A	Manage an information or knowledge management system
●	BSBINN502A	Build and sustain an innovative team environment
●	BSBMGT502B	Manage people performance
●	BSBMGT515A	Manage operational plan
●	BSBMGT516A	Facilitate continuous improvement
●	BSBPMG510A	Manage projects
●	BSBRISK501A	Manage risk
●	BSBWOR501A	Manage personal work priorities and professional development
●	BSBWOR502A	Ensure team effectiveness

Delivery

- On-site delivery program
- Self paced distance learning
- Recognition of Prior Learning/Recognition of current competencies

For further information on courses or training options, please contact us by

Phone: 1300 739 320

Email: clientservices@setraining.com.au