



Diploma of Business On - Line

BSB50207 Diploma of Business

Course Overview

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

The Diploma of Business development program is offered through our on-line e-learning platform. This means the participant can undertake learning activities at a time convenient to workplace demands

without having to leave the work site to attend workshops. All that is required is access to a computer and the internet.

An initial induction into the program is provided at the time of enrolment when we assess and recognise existing skills the participant may possess.

This enables them to receive advanced-standing in the program and allows us to focus on the skills they need to develop. A coach is allocated to the participant and is available on-line or by phone Monday to Friday during working hours. Assessments are completed and submitted on-line to our qualified assessors who provide feedback in a timely manner.

Target Audience

- Executive Officer
- Program Consultant
- Program Coordinator



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Total Number of Units Required of Qualifications – 8

8 units to be selected from the units listed below;

(No more than 3 units may be selected from any one area)

Business

- Manage meetings
- Plan and manage conferences
- Plan or review administration systems

Human Resources

- Manage human resources services
- Manage human resources information systems
- Manage workforce planning
- Manage remuneration and employee benefits
- Manage recruitment, selection and induction processes
- Manage rehabilitation or return-to-work programs

Management

- Manage projects
- Manage personal work priorities and professional development

Registration and Enquiries

Time required to complete the qualification: 2 years full-time or up to 4 years part-time.

This qualification is nationally recognised and portable throughout Australia.

Contact IPS Institute to organise enrolment today

Phone: (07) 3841 8011

Email: info@ipspeople.com

Website: www.ipspeople.com