

COURSE DESCRIPTION

Advance your career in business operations, management or consultancy with this online Diploma of Business. During this course you will broaden your existing vocational or educational experience and learn about market research; professional development; workforce planning; information management; marketing and risk and crisis management.

This course will give you the skills and knowledge to explore roles such as project consultant, executive officer and more as you learn the fundamentals of good business. This nationally recognised qualification is suited to students with some prior levels of business experience who would like to further develop their careers and employment opportunities in a management capacity.

Venue	Commencement Date	Times
Merinda Park Learning & Community Centre	Online-immediate start	Own time



The Diploma of Business requires 8 units of competency to be completed.

UNITS

- BSBWOR501 Manage personal work priorities and professional development
- BSBCMM402 Implement effective communication strategies
- BSBRSK501 Manage risk
- BSBADM502 Manage meetings
- BSBPMG522 Undertake project work
- BSBLDR502 Lead and manage effective workplace relationships
- BSBVRT502 Write persuasive copy
- BSBHRM509 Manage rehabilitation and return to work



All efforts are made to ensure brochure is correct as at time of printing. Units listed may be subject to training package review. Transition requirements will be met. Training is delivered with Victorian & Commonwealth funding.



Diploma of Business BSB50215



Merinda Park Learning & Community Centre

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Fees	Tuition	Student Fee	Resources	Total	**Government contribution	Hourly tuition	Maximum payable hours
Funded	\$410	\$410	\$350	\$1,170	\$4 per hour	\$6.40	500
Fee for service (FFS)	\$2,500	\$410	\$350	\$3,260	N/A	N/A	N/A

****Approximate Government contribution to MPLCC per eligible funded student per contact hour.
Please note that the concession fee is not available for the non-funded (FFS) places.**

PAYMENT

A non-refundable deposit of \$200 is payable at the time of enrolment.

A pre-set payment plan is issued to all MPLCC students for the balance of the fees, **please note:** this is not a student loan.

DURATION

9-12 Months

DELIVERY METHOD

Training delivered is a combination of classroom based, flexible delivery and online.

RECOGNITION OF PRIOR LEARNING (RPL) and CREDIT TRANSFER

Recognition of Prior Learning takes into account the knowledge and skills you've already gained through your previous education and work. This may be through formal or informal learning, paid or unpaid work experience. All students will be offered RPL application information at the enrolment interview.

Recognition of Current Competency and/or Credit Transfers will be awarded to students, by providing original or certified copies of Certificates or Statements of Attainment issued by other Registered Training Organisations in Australia.

ENTRY REQUIREMENTS

There are no prerequisites for this course, the process of enrolment is listed below.

- Pre Training Review
- Successful completion of language, literacy and numeracy assessment
- A written enrolment form
- A completed self-declaration form (Government Funded students only). This form will be provided by our staff during the enrolment process.
- Identification Documents, including a Current Victorian Driver's License and Green Medicare card
- Unique Student Identifier (USI)
- Hold or have the ability to obtain a Working with Children's Check
- Ability to obtain a Police Check (*Note, if your police check has a previous conviction recorded, you will need to discuss this with the MPLCC Education Training Manager before enrolling in this course*)

ASSESSMENT METHODS

Types of assessments you will need to complete to be competent are:

- Short Questions
- Case Studies
- Research Activities
- Observation by a trained assessor in the workplace.
- Third party by work place supervisor

EMPLOYMENT PATHWAYS

- Business development manager
- Human resource manager
- Project manager
- Corporate services manager
- Business development manager
- Business consultant
- Small business manager
- General manager

PATHWAYS TO FURTHER STUDIES

After completion of this qualification Students may continue their education with:

- **Bachelor of Business**

(See Education Training Manager for further pathways)

STUDENT SUPPORT SERVICES

Merinda Park provides a range of student support services including counselling, computer technology support and access, literacy and numeracy support and referrals to specialist services when required.

ACCREDITATION/CERTIFICATION

Merinda Park is a nationally registered organisation. This course is nationally recognised and accredited. Upon successful completion of all assessments, relevant industry placement and full payment of outstanding fees, Merinda Park will award a Certificate for the qualification. If students exit prior to the completion of the full qualification they may be issued with a Statement of Attainment.