



BSB50215 Diploma of Business

Outline	<p>This qualification would apply to individuals with various job titles including executive officers, program consultants and program coordinators.</p> <p>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.</p> <p>Conversely, it may also apply to those with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to develop in order to create further educational and employment opportunities.</p> <p>NDA aims to deliver this qualification to learners who are employed in roles such as: executive officer; program consultant; program coordinator.</p>		
Currency	Current. Supersedes and is equivalent to BSB50207 Diploma of Business.		
Locations	NDA has professionally equipped training centres in Hobart, Launceston and Devonport. NDA provide a consistent service state-wide. Address and contact details for the training centres can be found on the NDA website – http://www.nda.com.au/aboutnda/officelocations.asp .		
Entry requirements	There are no entry requirements for this qualification.		
Individual units	Where NDA delivers a unit of competency or a skill set, the amount of training delivered is proportionate to the Australian Qualification Framework (AQF) requirements for the full qualification.		
Packaging rules	<p>Total number of units = 8.</p> <p>This qualification has no core units. There are 8 elective units:</p> <p>6 of the elective units must be selected from the units listed below, with no more than 3 units selected from any one group</p> <p>2 elective units may be selected from elective units listed below, from the BSB Business Services Training Package, or from any current accredited course or endorsed Training Package at this qualification level or Certificate IV or Advanced Diploma level.</p> <p>Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome. Learners can choose from the following list of electives (not all elective units under the packaging rules can be delivered by NDA).</p>		
Code	Title	Training courses	Hours
Group A – NDA do not deliver any Group A units from Marketing or Advertising			
Group B			
BSBFIM502	Manage payroll	MYOB Payroll	30
BSBADM502	Manage meetings	Conducting Successful Meetings	30
BSBADM503	Plan and manage conferences		30
BSBADM504	Plan and implement administrative systems		50
BSBADM506	Manage business document design and development		80
BSBITB501	Establish and maintain a workgroup computer network		50
Group C			
BSBHRM501	Manage human resources services		60
BSBHRM502	Manage human resources management information systems		60
BSBHRM513	Manage workforce planning		60
BSBHRM505	Manage remuneration and employee benefits		60
BSBHRM506	Manage recruitment, selection and induction processes		60
BSBHRM507	Manage separation or termination		50
BSBHRM509	Manage rehabilitation or return-to-work programs		

BSBHRM510	Manage mediation processes		60
BSBLED502	Manage programs that promote personal effectiveness		60
Group D			
BSBMKG501	Identify and evaluate marketing opportunities		70
BSBMKG506	Plan market research		50
BSBMKG507	Interpret market trends and developments		50
BSBMKG508	Plan direct marketing activities		50
BSBMKG514	Implement and monitor marketing activities		50

Group E			
BSBINM501	Manage an information or knowledge management system		50
BSBINN502	Build and sustain an innovative work environment		50
BSBMGT403	Implement continuous improvement		40
BSBPMG522	Undertake project work	Managing Successful Projects	60
BSBRK501	Manage risk		60
BSBSUS501	Develop workplace policy and procedures for sustainability		50
BSBWOR501	Manage personal work priorities and professional development	Time Management	60
Duration	The duration of this qualification is typically 12 - 24 months. This duration could either be reduced or extended depending on the existing skill, knowledge and workplace experience of the learner. The amount of training will be determined by the assessor during the induction visit and an individual training plan developed that takes the above into account, as well as language, literacy and numeracy capabilities. Formal learning activities provided by NDA are listed in modes of delivery (see below).		
Course fee	<p>Enrolment fee: \$600 (non-refundable).</p> <p>Course fee: \$3,400 (inclusive of all resources, training and assessment services including attendance at relevant NDA training courses).</p> <p>Total course fee: \$4,000</p> <p>Replacement certificate fee (if required): \$30 (plus GST).</p> <p>Fees are not levied for credit transfer applications or transition for superseded qualifications.</p> <p>'Fee for Service' learners (i.e. those without funding) are billed for 50% of the fee one month after enrolment (less the \$600 enrolment fee), 25% when half the units are completed or half the time has elapsed (whichever comes sooner) and 25% on completion. These amounts are non-refundable.</p> <p>Optional assessments (individual unit): \$110 per unit invoiced one month after enrolment.</p> <p>All fees are to be paid before a statement of attainment / certificate is issued.</p> <p>NDA's fees and refunds policy - http://www.nda.com.au/traineeships/overview.asp</p>		
Modes of delivery / volume of learning	<p>An NDA assessor develops a training plan in consultation with the learner and their supervisor (if applicable). The plan is tailored to achieve the learner's need and specific workplace outcomes that align with the qualification.</p> <p>Learners are reviewed for existing skills, prior knowledge and workplace experience. Where skill gaps are identified, additional support is available through training courses at NDA. Training consists of face-to-face, trainer-led classes that include small group and individual activities.</p> <p>The training plan outlines the modes of delivery and the units to be assessed at regular assessment visits agreed with the learner, their supervisor (if applicable) and the NDA assessor.</p> <p>Modes of delivery provided by NDA include:</p> <p style="padding-left: 40px;">Self-paced learning: 5 - 10 hours per week (this can include time spent at the workplace on relevant tasks).</p> <p style="padding-left: 40px;">Online study: 5 - 10 hours per week.</p>		
Assessment evidence techniques	<p>NDA assessment tools meet the principles of assessment and rules of evidence outlined in the Australian Skills Quality Authority (ASQA) standards.</p> <p>The assessment tools allow the learner to choose the evidence that they provide to the assessor.</p> <p>NDA assessment tools that provide evidence include:</p> <p>Activities</p> <p style="padding-left: 40px;">Learners are provided with workbook resource material for each of the 8 units of competency in this qualification. The final section of each unit is an activity. If you choose to complete this form of assessment, all activities should be completed and returned to your</p>		

	<p>assessor.</p> <p>Questions and answers</p> <p>If you choose to complete this form of assessment all questions and answers should be completed and returned to your assessor.</p> <p>Project or workplace evidence</p> <p>The projects are designed for the unit of competency. These are generic projects and may not correlate to the learner's industry. Alternatively, appropriate workplace evidence can be provided for assessment. Workplace evidence must be relevant to the unit of competency requirements.</p> <p>Supervisor/assessor/third party report</p> <p>This report allows the learner's supervisor to comment on the skills they have observed the learner demonstrate. These observable skills should align to the requirements of the unit of competency. If the learner doesn't have a supervisor then the assessor or a third party can perform this task.</p> <p>RPL portfolio</p> <p>Learners can submit a portfolio of recognition of prior learning (RPL) evidence to the assessor for assessment relevant to the unit of competency. NDA's RPL policy - http://www.nda.com.au/traineeships/overview.asp.</p> <p>NDA training course</p> <p>NDA offers training courses that align to some units of competency. Satisfactory completion of coursework at the following courses can lead to competency in the aligned units:</p> <ul style="list-style-type: none"> • Managing Successful Projects – BSBPMG522 Undertake project work • Conducting Successful Meetings - BSBADM502 Manage meetings • MYOB Payroll – BSBFIM502 Manage payroll <p>During the induction learners will discuss with their assessor which training courses they will attend, ensuring the courses are relevant to their work. Learners will be invited to waitlisted courses, as discussed with their assessor during induction.</p> <p>NDA assessment tools are mapped against the elements and performance criteria to confirm that the learner can show competency in each unit for the qualification. Critical aspects for assessment are included in the mapping process to ensure that all the essential skills are demonstrated.</p> <p>NDA encourages learners to submit evidence gathered prior to each assessment visit to their assessor. This allows the NDA assessor to identify any gaps in evidence and supply additional evidence, if required.</p>
Materials and equipment	Learners will require access to a laptop or personal computer and an internet connection to be able to access vocational learning materials.
Statement / Certificates	NDA is responsible for the quality of the training and assessment in compliance with ASQA standards and for the issuance of the AQF certification documentation. A Statement of Attainment is issued when a unit of competency (i.e. individual unit) is successfully completed. A Certificate of Completion is issued when a qualification is successfully completed. NDA's scope of registration allows the issuance of AQF certification documentation.
Support	NDA provides a variety of delivery modes and assessment evidence techniques to support the learner to meet the requirements of the qualification.
Learner rights	<p>Where language, literacy and numeracy gaps or physical barriers are identified NDA will use strategies to address gaps and support the learner throughout the qualification.</p> <p>In the unlikely event NDA stops operating as an RTO, learners will be transferred to another RTO with the qualification on scope of registry. For funded learners the apprenticeship centre will be contacted to organise transfer documentation.</p> <p>In the event NDA is not able to provide the agreed services or the arrangement is terminated early, NDA will refund the appropriate amount of fees paid upon agreement of training and assessment provided. This agreement is negotiated between the learner and an NDA Director.</p> <p>NDA will notify learners of any changes to the agreed services as soon as possible or within 14 days.</p>
Documentation	NDA's complaint and appeals policy is located on the NDA website - http://www.nda.com.au/traineeships/overview.asp . This explains the steps to be followed should a learner or employer wish to make a complaint or appeal an assessment.
Industry relevance	NDA's training and assessment strategies are relevant to the needs of industry and informed by industry engagement. We implement a range of strategies to achieve this and use the outcomes to update training and assessment materials, select suitable resources and monitor practices.

Trainer / assessor competence	NDA employs trainers and assessors who either possess the relevant vocational competencies at least to the level of the training and assessment to be delivered, or who have equivalent commercial experience.
Other documents	Other documents that form a part of the NDA Training & Assessment Strategy (TAS) include: <ul style="list-style-type: none">• Induction materials• Assessment tools• Learning materials• Activity books