



DIPLOMA OF BUSINESS

COURSE CODE BSB50215

ADVANCE YOUR CAREER IN BUSINESS

IPS Institute BSB50215 Diploma of Business contains hand-selected units to give you the ultimate combination of both operational and strategic business skills.

Throughout the course, you will have the opportunity to develop essential administrative capabilities in business planning, leadership, finance and people management and learn transferable skill sets required in businesses of every size in any industry.

In-demand skills you will develop:

- ✓ Develop and implement marketing communications
- ✓ Build and sustain an innovative work environment
- ✓ People and performance effectiveness
- ✓ Managing human resources services
- ✓ Plan and implement administrative systems

Our emphasis is on delivering quality training enabling students to reach their goals and aim for career advancement



**100%
ONLINE
LEARNING**



**30 DAY
RISK FREE
GUARANTEE**



**UNLIMITED
1:1 VIRTUAL
SUPPORT**



**NATIONALLY
ACCREDITED
QUALIFICATION**

Dream. Learn. Succeed.

COURSE STRUCTURE

To obtain a BSB50215 Diploma of Business you must achieve competency in (8) eight elective units. This course has no core units. Of the eight elective units that must be selected:

- 6 of the elective units must be selected from the units below, with no more than 3 units selected from any one group
- 2 elective units may be selected from elective units listed below, from the BSB Business Services Training Package, or any current accredited course or endorsed Training Package at this qualification level or Certificate IV or Advanced Diploma level offered by IPS Institute.

SAMPLE ELECTIVE UNITS

GROUP A UNITS

BSBADV507 Develop a media plan

BSBMKG523 Design and develop an integrated marketing communication plan

GROUP B UNITS

BSBADM502 Manage meetings

BSBADM503 Plan and manage conferences

BSBADM504 Plan and implement administrative systems

BSBADM506 Manage business document design and development

BSBFIM502 Manage payroll

BSBITB511 Establish and maintain a workgroup computer network

GROUP C UNITS

BSBHRM501 Manage human resources services

BSBHRM502 Manage human resources management information systems

BSBHRM513 Manage workforce planning

BSBHRM505 Manage remuneration and employee benefits

BSBHRM506 Manage recruitment, selection and induction processes

BSBHRM507 Manage separation or termination

BSBHRM509 Manage rehabilitation or return to-work programs

BSBHRM510 Manage mediation processes

BSBLED502 Manage programs that promote personal effectiveness

GROUP D UNITS

BSBMKG501 Identify and evaluate marketing opportunities

BSBMKG502 Establish and adjust the marketing mix

BSBMKG506 Plan market research

BSBMKG507 Interpret market trends and developments

BSBMKG514 Implement and monitor marketing activities

BSBMKG515 Conduct a marketing audit

BSBPUB501 Manage the public relations publication process

GROUP E UNITS

BSBINM501 Manage an information or knowledge management system

BSBINN502 Build and sustain an innovative work environment

BSBMGT403 Implement continuous improvement

BSBPMG522 Undertake project work

BSBRSK501 Manage risk

BSBSUS501 Develop workplace policy and procedures for sustainability

BSBWOR501 Manage personal work priorities and professional development

**A TOTAL OF 8 UNITS ARE REQUIRED
TO ACHIEVE THIS QUALIFICATION**



KEY INFORMATION

ENTRY REQUIREMENTS

There are no prerequisites however our students are required to be 18 years or older at the time of registration and demonstrate the required level of competency in English language, literacy and numeracy skills, and computer skills.

CAREER OPPORTUNITIES

Potential career outcomes for those who complete the BSB50215 Diploma of Business include:

Sales Team Leader, General Manager, Corporate Services Manager, Project Consultant or Coordinator, Legal Practice Manager, Business Development Manager.

Industries – finance, health, small business + many more

RESOURCES

We designed our courses to align with industry expectations and we deliver the skills that tomorrow's workforce needs today. We take the time to understand your goals providing personalised and flexible learning solutions driven by our dedicated mentors and support teams. We focus on providing real outcomes and making a difference in our students' lives.

TRAINERS AND ASSESSORS

Our team of Learning Coaches are available to help you go over specific course content and provide practical advice from someone who has many years of hands-on real experience in the industry. IPS Learning Coaches share the real world of work with their students.

GET QUALIFIED

Based on prior learning and work experience in a related field IPS Institute will conduct a Recognition of Prior Learning evaluation giving you the ability to fast track this qualification. Previously completed units of competencies or qualifications in a related field may provide you eligibility to Credit Transfer the units you have already completed.

ABOUT IPS INSTITUTE

IPS Institute (RTO #32186) has been a registered training organisation since 2006. We support organisations, business owners, teams, and individuals to gain their skill acquisition through real work applications and enhance their soft skills for a brighter and more productive future.

Each of our trainers brings years of real-world experience and expertise from their respective fields. They will mentor and support you and your staff to ensure everyone embarks upon a successful and fulfilling career.

Our motto is Learn More | Earn More.

SIMPLE PAYMENT OPTIONS

We offer transparent payment plans as well as discounted upfront payment options plus our administrative fees are simple. You will see your complete schedule of fees before you make any payments.

We offer you:

RPL Applications Cost = \$0

6-Month Extension Cost = \$0

Upon enrolment you will receive and IPS Institute Induction which includes:

- Complimentary profile test to determine your strengths so that we can tailor your elective selections to meet your specific needs
- Short course on-line explaining your profile
- Career Alignment Pathway Session (30 mins) to guide you on your path to career success
- Access to our private IPS Institute Facebook Group where you can interact with other students and faculty
- Monthly webinars for professional and personal development with our CEO Victoria Jennings

Free Deferral:

You can pause your studies, then pick them back up when you're ready*.

Free Extension

If you require additional study time, we can help*

**Terms and conditions apply*



FREQUENTLY ASKED QUESTIONS

WHAT ARE THE REQUIREMENTS DO I NEED TO COMPLETE THE COURSE?

You will need regular access to a laptop, desktop computer or another device with an adequate and reliable Internet connection, at least the equivalent of Microsoft Office, Office for Mac, with word processing capabilities and spreadsheets and a PDF reader installed.

WHAT SUPPORT IS PROVIDED?

All support is provided by IPS. You can book in coaching calls when you need them as well as send through support requests to be answered by our Learning Coaches.

I WORK FULL TIME, CAN I ACCESS MY COACH AFTER HOURS?

Our coaches work late on selected nights and are happy to book in after-hours calls. We have students across all time zones, so our Learning Coaches are conscious of accounting for time differences.

HOW LONG DOES THE COURSE TAKE?

Our courses are self-paced, meaning you can study around your lifestyle. No strict deadlines. No inflexible classes to work around. No pressure to work on someone else's schedule. Depending on the time you commit and your learning style, studying part-time you could see you complete the course in approximately 20 months.

HOW IS THE COURSE DELIVERED?

The course is delivered 100% online through our student portal. You'll complete written activities and practical assessment tasks to demonstrate what you've learned throughout the unit. You will have access to a Learning Coach for any questions or clarifications you may need. You will also have access to webinars from our CEO and Learning Coaches.

WHAT ARE THE ASSESSMENTS?

There are no exams for the course. All assessments involve practical and work-ready applications, based on your workplace or provided case studies. For example, developing work-ready strategies and action plans, or even face-to-face video assessments.

WHEN CAN I START?

We have no restrictive intake periods, so you can start as soon as we've processed your course registration and official enrolment form. This is typically done in as little as two business days. We also have options to start your payment plan while delaying your course commencement date until you're ready to begin studying within three months.

DURATION

This course is competency-based so you can progress at your own pace. Depending on your level of experience and eligibility for Recognition of Prior Learning and Credit Transfer it may take you from 6 - 36 months.

IPS INSTITUTE GUARANTEES



STUDENT FOCUSED

We designed our courses to be aligned with industry expectations and we deliver the skills that tomorrow's workforce needs today.



QUALITY CONTENT

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CUSTOM DELIVERY

We take the time to understand your goals providing personalised and flexible learning solutions driven by our dedicated mentors and support teams.



FULL SUPPORT

Our Learning Coaches are experts in their industries with a wealth of knowledge and real-world experience and are committed to helping you achieve your goals.

Take your career to the next level!

ENROL TODAY!



@IPSInstitute



@IPS_Institute



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