

SG LEARNING & DEVELOPMENT
PROVIDING A SOLID
GROUNDING FOR
YOUR FUTURE

Diploma of Business- BSB50215



The role of a Business Leader is a challenging one. Not just tasked with operational accountability, Business Leaders must also have the skills to create and lead effective teams, manage operational and people performance, spearhead marketing initiatives, and build innovation, continuous improvement and risk management process and practices into their business units.

The Diploma of Business is a qualification that enables Business Leaders to select across a broad range of units to reflect their own individual business leadership application.

Our Diploma of Business graduates can select a learning and assessment strategy that will enable them to apply to their organisations skills and knowledge in:

- Managing themselves and others by creating “clear line of sight” to organisational, team and individual strategic objectives
- Creating and leading high performance teams
- Identifying key areas requiring improvement and managing the team effort required to facilitate and integrate the necessary actions
- Ensuring relevant legislation is adhered to in everyday business operational practice
- Creating effective stakeholder engagement practices, principles and techniques
- Creating and managing marketing plans and initiatives
- Risk management and problem solving skills to overcome any issues that may potentially affect business unit outcomes.

Learning & Assessment Strategy

Every program is tailored to suit the group or individual, and we consult to ensure the integration of organisational strategic objectives, as well as team and individual performance outcomes. Our strategy takes a performance improvement focus that can be applied for immediate effect. It may include all, or some of the following:

- Attendance at workshops/coaching sessions
- SG Virtual Learning Centre
- 360 Degree Feedback Analysis
- Hogan Leadership Inventories
- Self Evaluation- Personality/Behavioural Profiling
- Setting professional developmental goals
- Conducting research, analysing and presenting information
- Evaluating work processes and best practice
- Planning and implementing a work based quality audit project
- Reflecting on work applied experiences to highlight opportunities to further refine skills, knowledge and application.

Students are provided with a current textbook and course materials to assist them with their learning. Our facilitators/assessors are both qualified and experienced in business management and best management practices, which enables them to take a hands on coaching approach throughout the program.

SG Virtual Learning Centre

Our Virtual Learning Centre offers students and their workplace sponsor/manager an online coaching facility throughout the course of the program. Extra learning resources, discussion forums and the ability for managers to remain connected with progress enables program outcomes to be maximised on the job, ensuring a better return on investment for both the student and their organisation.

This qualification can also be completed completely on line in our VLC. This is not an “off the rack” e-learning activity where students have to read and answer questions on their own. Ours is a facilitated on line coaching experience with everyday access to both your learning and assessment materials and your coach. Call us for a demonstration of our approach.



SG Learning
& Development



NATIONALLY RECOGNISED
TRAINING

Offering a customised program that brings 'real' results for you and your work place.

Delivery/Assessment Options

- Group Training/Coaching
- Facilitated On Line Learning – SG Virtual Learning Centre
- RPL

A Blended workshop/online Learning option is available and may be discussed at the initial consultation.

Our Value

- Full Group training option includes up to 10 workshops
- Qualified experienced facilitators/coaches for full group training, fully online and blended delivery options
- Delivery and assessment strategies contextualised so you can apply skills immediately to maximise your return on investment
- Text, learning resources and VLC access included

Note:

Fees do not include venue hire, travel & accommodation or associated expenses.

Information in this brochure applies as at the issue date 1 June 2015.

SG Learning & Development reserves the right to refuse any application if we believe we do not have the appropriate resources, or cannot provide the required service to the client.

Contact

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Diploma of Business- BSB50215

Course Requirements

Successful completion of 8 units is required to achieve the Diploma of Business. We offer the following units to choose from. No more than 3 units may be selected from any one group below:

Financial & General Administration

BSBFIM502 Manage payroll

BSBADM502 Manage meetings

BSBADM504 Plan or review administrative systems

BSBADM506 Manage business document design and development

Human Resource Management

BSBHRM501 Manage HR services

BSBHRM502 Manage HR 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

BSBHRM510 Manage mediation processes

Marketing

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

Information Management/Innovation/Management/Project Management/Risk Management/Workplace Effectiveness

BSBINM501 Manage an information or knowledge management system

BSBINN501 Establish systems that support innovation

BSBINN502 Build and sustain an innovative work environment

BSBMGT403 Implement continuous improvement

BSBPMG522 Undertake project work

BSBRISK501 Manage risk

BSBWOR501 Manage personal work priorities & professional development

Delivery & Assessment Strategy

Group Training (minimum of 5 participants)

Candidates attend up to 10 x 1 day workshops (dependent on numbers and experience of participants) that are highly interactive and include group activities, individual exercises and practical discussions that will address key aspects of management.

Coaching

Where group training isn't appropriate, we offer coaching of individuals or small groups (1-4 participants). The time involved and course structure will be customised to suit the group/individual.

Facilitated On Line Learning – SG Virtual Learning Centre

Our Virtual Learning Centre offers candidates an online coaching option for all or some of the units in their course. It enables them to participate in weekly discussion forums with their coach, and complete weekly assessment activities that are designed to break down assignments into manageable sized chunks. This option can be discussed at the initial consultation, and can be tailored to suit both groups working together, and individuals working on their own.

Time Frame

The course usually takes 12-24 months to complete for a student who is working full time. The schedule can be adapted to suit individuals depending on previous experience, the amount of time the candidate has to achieve required competencies, and taking into consideration work/life balance and organisational priorities.

Recognition of Prior Learning (RPL)

We offer RPL to experienced candidates and provide a comprehensive package that their RPL coach will use to guide them through the RPL process.

Assessment

Our focus is the application and integration of competencies on the job, so that our graduates have the opportunity to practice key skills with the guidance of their coach and in collaboration with their workplace sponsor/manager. Assessments are practical and include group/written exercises and discussions, self-assessments, workplace research, reviews, activities and projects.