

SG LEARNING & DEVELOPMENT
PROVIDING A SOLID
GROUNDING FOR
YOUR FUTURE

Diploma of Business BSB50120



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 stream and 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 (additional cost)
- 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 – work with your own coach**
- **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 30 October 2020.

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

For registration or further information about our services please contact:

Kathy Pillion

Director

SG Learning & Development

Mobile: 0408 827477

Email: kathy@sglearning.com.au

PO Box 302, Woodville SA 5011

National Provider No: 40177

ACN: 111 823 388

Web: www.sglearning.com.au

Diploma of Business - BSB50120

Course Requirements

Successful completion of 12 units is required to achieve the Diploma of Business – 5 core units and 7 electives. We offer the following general Diploma and associated specialisations:

Diploma of Business – 2 electives from Group A, 5 electives from Groups A – I)

Diploma of Business (Operations) – 4 electives must be selected from Group A

Diploma of Business (Leadership) – 4 electives must be selected from Group B

Diploma of Business (Organisational Development) – 4 electives from Group C

Diploma of Business (Compliance) – 4 electives from Group D

Diploma of Business (Evaluation) – 4 electives from Group I

Core Units

BSBCRT511 Develop critical thinking in others

BSBFIN501 Manage budgets and financial plans

BSBOPS501 Manage business resources

BSBSUS511 Develop workplace policies and procedures for sustainability

BSBXC501 Lead communication in the workplace

Group A – Business Operations

BSBHRM525 Manage recruitment and onboarding

BSBHRM529 Coordinate separation and termination processes

BSBOPS504 Manage business risk

BSBOPS502 Manage business operational plans

BSBPMG430 Manage project work

BSBPMG530 Manage project scope

BSBTWK503 Manage meetings

Group B - Leadership

BSBHRM521 Facilitate performance development processes

BSBLDR521 Lead the development of diverse workforces

BSBLDR522 Manage people performance

BSBLDR523 Lead and manage effective workplace relationships

BSBPEF501 Manage personal and professional development

BSBTWK501 Lead diversity and inclusion

BSBTWK502 Manage team effectiveness

Group C – Organisational Development

BSBPEF401 Manage personal health and wellbeing

BSBPEF502 Develop and use emotional intelligence

BSBSTR501 Establish innovative work environments

BSBSTR502 Facilitate continuous improvement

BSBCRT412 Articulate, present and debate ideas

Group D - Compliance

BSBAUD411 Participate in quality audits

BSBAUD513 Report on quality audits

BSBAUD514 Interpret compliance requirements

BSBAUD515 Evaluate and review compliance

Group I - Evaluations

DEFEVL001 Develop an evaluation program

DEFEVL002 Evaluate and report collected information

DEFEVL003 Maintain and enhance professional practice

DEFEVL004 Evaluate a training and assessment system

Delivery & Assessment Strategy

Options are available for Group Training (minimum 5 participants), Coaching groups (1- 4 participants), or fully facilitated and coached on line in our Virtual Learning Centre (VLC).

Time Frame

The course usually takes 12-24 months to complete for a student who is working full time. This can be adapted depending on previous experience, performance outcome or operational requirements, and with consideration to work/life balance.

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. Assessments are practical and include group/written exercises and discussions, self-assessments, workplace research, reviews, activities and projects.