Boost your business career

The world of business is diverse but underpinned by a set of core skills. These skills are highly portable and once learned can be applied across industry sectors.

The BSB50215 Diploma of Business is designed to help you to gain an understanding of the techniques for general business management and develop skills in managing fundamentally important business functions.

MEGT Institute provides flexible on-the-job training in your workplace which allows you to tailor the course to a current or future role. Or study online, whenever or wherever you want.

Practical Skills
The BSB50215 Diploma of Business aims to provide you with essential management skills:
• business sustainability and competitive advantage
• human resources and recruitment
• customer service
• workplace health and safety
• project management
• management of business resources and administration systems.

Employment Outcomes
• Office Manager
• Customer Service Manager
• Business Development Manager
• Project/Program Coordinator
• Recruitment Consultant

Delivery Mode Location Study Mode Start Date Duration
Online Online - National Contact us 12-24 months

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Unit code | Units of competency
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**Block one**
BSBWR501 | Manage personal work priorities and professional development
BSBCUS501 | Manage quality customer service
BSBWHS501 | Ensure a safe workplace
BSBINN502 | Build and sustain an innovative work environment

**Block two**
BSHRM506 | Manage recruitment selection and induction processes
BSBADM502 | Manage meetings
BSPPM502 | Undertake project work
BSBADM504 | Plan and implement administrative systems

**Recognition of Prior Learning (RPL)**
Recognition of Prior Learning (RPL) is a process where a student may be granted credit or partial credit towards a qualification in recognition of skills and knowledge gained through work experience, life experience and/or formal training. MEGT Institute offers all students the opportunity to apply for Skills Recognition at enrolment in the course.

**Entry requirements**
No minimum education entry requirements. Students must complete a study skills assessment for basic literacy and numeracy. MEGT Institute require students enrolling in this workplace-based course to be employees in a business environment performing a range of general business duties and where they provide administrative and operations support to individuals and/or teams and are supervised and supported in the workplace.

**Training and assessment methods**
Students receive access to engaging, interactive course content and coaching and mentoring by a qualified MEGT Institute facilitator. A combination of assessment tasks including written reports, question and discussions and projects will be utilised for assessment.

**Fees and funding**
For the latest information on our course fees please visit our website megtinstitute.edu.au/fees. There are different types of Government funding available to assist you when you are studying. These vary from state to state. Eligibility criteria apply.

This course may be eligible for National or State funding under the following schemes:

**Certificate 3 Guarantee**
This training is funded by the QLD Department of Education & Training.

**Skills for All**
This course is funded through the Government of South Australia’s Skills for All initiative. Eligibility criteria apply.

**Smart and Skilled**
This training is funded by the NSW Government in partnership with the Commonwealth Government.

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