

This qualification reflects the role of individuals with substantial experience in a range of settings and who are seeking to further develop their skills across a wide range of business functions. This qualification is also suited to the needs of individuals with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to further develop in order to create further educational and employment opportunities.

Entry Requirements: Candidates should have one of the following :

- BSB40207 Certificate IV in Business or equivalent qualification/s
- Competency in the majority of units required for BSB40207 Certificate IV in Business or equivalent qualification/s
- Vocational experience in a range of work environments in senior support roles such as administrator, project officer but without a qualification

Career opportunities: Job roles and titles vary across different industry sectors. Executive Officer, Program Consultant, Program Coordinator.

Pre-requisites:

There are no pre-requisites for this course.

BSBMKG501B Identify and evaluate marketing opportunities

This unit describes the performance outcomes, skills and knowledge required to identify, evaluate and take advantage of marketing opportunities by analysing market data, distinguishing the characteristics of possible markets and assessing the viability of changes to operations.

BSBMKG507A Interpret market trends and developments

This unit describes the performance outcomes, skills and knowledge required to conduct an analysis of market data in order to determine organisational and competitor business performance, and to prepare market and business forecasts that assist in targeting marketing activities and in drawing up a marketing plan.

BSBWOR501A Manage personal work priorities and professional development

This unit describes the performance outcomes, skills and knowledge required to manage own performance and professional development. Particular emphasis is on setting and meeting priorities, analysing information and using a range of strategies to develop further competence.

BSBHRM501A Manage human resources services

This unit describes the performance outcomes, skills and knowledge required to plan and oversee and deliver human resources services. It is not specific to any given human resources function and deals with the coordination of services and approaches. This unit takes an overview of human resources services and includes business ethics.

BSBHRM506A Manage recruitment, selection and induction processes

This unit describes the performance outcomes, skills and knowledge required to manage all aspects of the recruitment selection and induction processes in accordance with organisational policies and procedures.

BSBADM504B Plan or review administration systems

This unit describes the performance outcomes, skills and knowledge required to plan or review the requirements of effective administration systems and procedures for implementing, monitoring and reviewing the system.

BSBPMG510A Manage projects

This unit describes the performance outcomes, skills and knowledge required to manage a straightforward project or a section of a larger project. This unit addresses the management of projects including the development of a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learnt for application to future projects.

BSBRISK501A Manage risk

This unit describes the performance outcomes, skills and knowledge required to manage risks in a range of contexts across the organisation or for a specific business unit or area.