

NEW SOUTH WALES TECHNICAL AND FURTHER EDUCATION COMMISSION

STUDENT ASSESSMENT GUIDE - COURSE

National Course Code: BSB50207

Course qualification and name

Diploma of Business

TAFE NSW Course Number: 17805 **Version:** 1

Course Outcomes:

This course is for persons who want to work in roles such as Executive Officers, Project Consultants or Program Coordinators in a variety of industry sectors.

If you already possess substantial business experience in a range of settings, or if you possess sound theoretical business skills and knowledge you can do this course to further develop your expertise across a range of business functions to create greater educational or employment opportunities.

The course contains a wide range of elective choice, including:

- business administration
- human resource management
- advertising
- marketing
- management

Course Grading: This qualification is GRADED.

When you finish this course you will receive a qualification which shows your level of achievement - PASS, CREDIT or DISTINCTION. The level of the qualification depends on your results in certain subjects. These subjects are marked * in the course structure.

What you must do to complete the course:

The course structure below shows what you must do to complete this course. The units/modules are arranged in groups and sometimes also in subgroups.

You must complete each group as specified as well as following the course completion instructions. If a course contains optional groups there will be a statement at the top of the course indicating how many you must do. At the top of any group containing optional subgroups there will be a statement saying how many you must do.

This course has been designed to reflect the packaging requirements of the Diploma of Business BSB50207 under the Business Services Training Package (BSB07).

The Business Services Training Package states the following rules for this qualification.

The Diploma of Business requires the completion of 8 units of competency selected from the elective units listed in the Training Package

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for this qualification. No more than 3 units may be selected from any one area.

The units selected must be relevant to a work related outcome and/or local industry requirements.

When the packaging of this qualification meets the rules of a specialist qualification then the specialist qualification and not the generic qualification must be awarded.

(source: IBSA Industry Skills Council and NTIS)

To satisfy the Training Package requirements, the TAFE NSW course has been structured into one group, with five subgroups as follows. No more than three units can be selected from any one subgroup, and a total of 8 units must be completed for the course.

Group 1/1 - Advertising Units

Do a maximum of three units from this subgroup.

Group 1/2 - Business Administration Units

Do a maximum of three units from this subgroup.

Group 1/3 - Human Resource Management Units

Do a maximum of three units from this subgroup.

Group 1/4 - Marketing Units

Do a maximum of three units from this subgroup.

Group 1/5 - Management Units

Do a maximum of three units from this subgroup.

Group 998

The module 9765G is included to allow students who require additional tuition in order to satisfactorily complete the business units in this course, and to complete required tasks within acceptable timeframes. This module is OPTIONAL and is provided to students on a demonstrated needs basis only. Talk to your teacher if you think you need additional tuition.

NOTES FOR STUDENTS

1. LEARNER SUPPORT

If you require support to meet your learning goals you can co-enrol in the Learner Support course (TAFE Course Number 9999). Talk to your teacher if you think you may require learner support.

2. SELECTION OF ELECTIVES

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Talk to your teacher and/or workplace trainer, to ensure that your combination of electives provides you with a suitable vocational outcome.

3. RECOGNITION

If you have completed other relevant training, you may be eligible to have units of competency from previous training counted towards completion for this course. If you think you may be eligible for recognition of units previously completed, talk to your teacher or workplace trainer.

Group 1

All subgroups must be completed

Only 8 module/units must be completed

Subgroup 1 ADVERTISING UNITS

No more than 3 module/units may be completed

* indicates that the module contributes to the grade of the award

NSW Module/Unit Code	National Module Code	Module/Unit Name	Nominal Hours
BSBADV503B		*Coordinate advertising research	40
BSBADV507B		*Develop a media plan	40
BSBADV509A		*Create mass print media advertisements	40
BSBADV510A		*Create mass electronic media advertise	40
BSBADV511A		*Evaluate and recommend advertising media	50
BSBADV512A		*Develop an advertising strategy and brie	40
BSBWRT501A		Write persuasive copy	40

Subgroup 2 BUSINESS ADMINISTRATION UNITS

No more than 3 module/units may be completed

* indicates that the module contributes to the grade of the award

NSW Module/Unit Code	National Module Code	Module/Unit Name	Nominal Hours
BSBADM502B		*Manage meetings	25
BSBADM503B		Plan and manage conferences	30
BSBADM504B		*Plan or review administration systems	50
BSBADM506B		*Manage business document design and deve	60
BSBEBU501A		Investigate and design ebusiness solutio	50
BSBFIM502A		*Manage payroll	35
BSBITB501A		Establish and maintain a workgroup compu	50

Subgroup 3 HUMAN RESOURCE MANAGEMENT UNITS

No more than 3 module/units may be completed

* indicates that the module contributes to the grade of the award

NSW Module/Unit Code	National Module Code	Module/Unit Name	Nominal Hours
BSBHRM501A		*Manage human resources services	30
BSBHRM502A		*Manage human resources management inform	30
BSBHRM504A		*Manage workforce planning	50

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NSW Module/Unit Code	National Module Code	Module/Unit Name	Nominal Hours
BSBHRM505A		*Manage remuneration and employee benefit	50
BSBHRM506A		*Manage recruitment selection and inducti	50
BSBHRM507A		*Manage separation or termination	50
BSBHRM509A		*Manage rehabilitation or returntowork pr	40
BSBHRM510A		*Manage mediation processes	50
BSBLED502A		*Manage programs that promote personal ef	40

Subgroup 4 MARKETING UNITS

No more than 3 module/units may be completed

* indicates that the module contributes to the grade of the award

NSW Module/Unit Code	National Module Code	Module/Unit Name	Nominal Hours
BSBMKG501B		*Identify and evaluate marketing opportun	40
BSBMKG502B		*Establish and adjust the marketing mix	40
BSBMKG506B		*Plan market research	40
BSBMKG507A		*Interpret market trends and developments	40
BSBMKG508A		Plan direct marketing activities	40
BSBMKG509A		Implement and monitor direct marketing a	40
BSBMKG510A		Plan electronic marketing communications	35
BSBMKG514A		*Implement and monitor marketing activiti	40
BSBMKG515A		*Conduct a marketing audit	40
BSBPUB501A		Manage the public relations publication	40
BSBPUB502A		Develop and manage complex public relati	40
BSBPUB503A		Manage fundraising and sponsorship activ	40
BSBPUB504A		Develop and implement crisis management	40

Subgroup 5 MANAGEMENT UNITS

No more than 3 module/units may be completed

* indicates that the module contributes to the grade of the award

NSW Module/Unit Code	National Module Code	Module/Unit Name	Nominal Hours
BSBINM501A		*Manage an information or knowledge manag	40
BSBPMG510A		Manage projects	60
BSBRSK501A		*Manage risk	40
BSBWOR501A		*Manage personal work priorities and prof	40

Group 2 ENRICHMENT

You may choose modules/units from this group but they do not count towards course completion

NSW Module/Unit Code	National Module Code	Module/Unit Name	Nominal Hours
BSBSUS201A		Participate in environmentally sustainab	20

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Group 998 TUTORIAL

Your teacher will tell you if you need to do any modules/units from this group

NSW Module/Unit Code	National Module Code	Module/Unit Name	Nominal Hours
9765G		Business technical tutorial support	40

Requirements to receive the qualification:

To receive the Diploma of Business (BSB50207), AQF level 5, (TAFE NSW No: 17805), a learner must complete a total of 8 units from Group 1.

Recognition:

TAFE NSW recognises the skills and knowledge you have gained through previous studies, work and life experiences. We call this RECOGNITION.

If you are given recognition for a subject/module it means you do not need to do it. In some cases recognition may allow you to complete your course faster.

Recognition can take two forms:

* results transfer

marks or grades from TAFE NSW subjects/modules studied previously can be transferred to the current subjects/modules. Can be used to calculate the level of qualification

* exemption

no marks or grades. Cannot be used to calculate the level of qualification

To get a graded qualification in this course you must have marks in at least 50% of the subjects/modules which are used to calculate the level of your qualification. These subjects/modules are marked with an *. If you have marks for less than 50% of these subjects/modules your qualification will be ungraded.

IF YOU HAVE BEEN GRANTED A LARGE NUMBER OF EXEMPTIONS YOUR LEVEL OF QUALIFICATION MAY BE AFFECTED.

If you want to claim recognition for any subject/module in your course you should obtain a copy of the Recognition Guide for that subject/module and discuss it with your teacher.

More about Assessment:

For information about assessment in TAFE NSW please see "Every Student's Guide to Assessment in TAFE NSW" which is available on the TAFE NSW website at: http://www.tafensw.edu.au/courses/about/assessment_guide.htm.