

# Diploma of Business

*With a focus on Sustainability!*



WPC Group Ltd is a registered training organisation delivering nationally recognised training. We have a commitment to helping people achieve their learning goals, in a fun and supportive learning environment.

WPC Group provides specialised industry training for anyone considering a career and employment within the Business industry.

## How can training benefit you?

- A Nationally Recognised qualification upon successful completion of the course
- Fun and flexible delivery of training and assessment by experienced industry trainers and assessors
- The opportunity to choose a career path through recognised qualifications
- Learning of new skills
- Develop your existing skills further, or have your existing skills recognised with a nationally recognised qualification
- Meet new people and gain confidence in your employment skills!

## Pathways into the qualification:

Preferred pathways for candidates considering this qualification include:

- after achieving the BSB40207 Certificate IV in Business or other relevant qualification/s

OR

- providing evidence of competency in the majority of units required for the BSB40207 Certificate IV in Business or other relevant qualification/s

OR

- with some vocational experience assisting in a range of support roles without a business qualification.

## Pathways from the qualification

BSB60207 Advanced Diploma of Business

## What content is covered in the training?

The diploma in Business is suited for 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.

The qualification is tailored by WPC Group to expand your skills base in a developing "green economy".

Successful completion will provide students with the ability to gain employment in a range of administrative services. Such job roles may include:

- Executive Officer
- Program Consultant
- Program Co-ordinator

## SUSTAINABILITYCONTENT



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Sustainability 101  
with support of

**GROUP  
TRAINING**  
ASSOCIATION OF VICTORIA

**Sustainability  
victoria**

**Greenskills**  
jobs for a sustainable future

**wpcgroup**  
Workforce Solutions

## Units

Participants need to complete 8 units of competency (including a sustainability flavoured unit) consisting of:

- 8 Elective units

## Who can undertake the training?

Our entry requirements are that students are competent in written and spoken English.

## The pre-requisites for this course are:

There are no pre-requisites for this course.

## How often do the courses run and what is their duration?

The course is run within your workplace while undertaking a traineeship with your employer.

Normal operating hours of WPC Group office are: 8.30am – 5.15pm

## How is the course trained and assessed?

The course consists of both theory and practical elements and is completed via assessment within the workplace.

Assessment is used to provide you with feedback on your progress and to measure your skills and knowledge against the training qualification requirements and those of the industry. The assessment process will include written and practical demonstration, observation and will normally require some time away from the working desk completing assignments and self-paced exercises.

## How much will it cost?

To enrol in Diploma of Business the fees are as follows:

VIC Indicative Fees: \$3.50 per hour\*

Materials not included.

\*These changes are as a result of the State Government Education Reforms effective from 1st July 2012.

## Simplifying your menu choices with a splash of sustainability



**Menu**

*Business Units*

BSBADM502B	Manage meetings
BSBADM504B	Plan or review administrative systems
BSBADM506B	Manage business document design and development
BSBHRM506A	Manage recruitment, selection and induction processes
BSBLED502A	Manage programs that promote personal effectiveness
BSBWOR501A	Manage personal work priorities and professional development

*Sustainability Units*

BSBINN502A	Build and sustain an innovative work environment
BSBMGT403A	Implement continuous improvement
BSBPMG510A	Manage projects
BSBSUS501A	Develop workplace policy and procedures for sustainability
BSBRES401A	Analyse and present research information

Sustainability units will be achieved online via **SUSTAINABILITY101** (VIC ONLY)

## Other fees

For re-issuance of Certificates and Statements of Attainments the student will be charged \$12.50 per document required. Payment for the re-issuance of such documents is required prior to the re-issuance occurring by the RTO.

## What will I expect

With regular contact with your Trainer/Assessor, a minimum of 5 visits to your workplace, and support from both your employer and workplace supervisors, you'll gain your nationally recognised qualification with plenty of on the job practice! Are you ready to commence your career?

## Where do I start?

Have you recently applied for a Traineeship?

**Yes** Our Starter Kits have all our course/unit information to start your training process. You will receive your Starter Kit during your induction Session.

**No** Apply for your traineeship today and receive a Nationally Recognised Qualification on completion

## Start now:

[www.wpcgroup.org.au/index.php/job-seekers/submit-your-resume](http://www.wpcgroup.org.au/index.php/job-seekers/submit-your-resume)

WPC Group Training adheres to principles of access and equity

## VIC

This training is delivered with Victorian and Commonwealth Government Funding.

## NSW

This training is funded by the NSW Government in partnership with the Commonwealth Government.

## Would you like more information?

**Contact our friendly team at WPC Group on 1300 656 461**