BSB50215

Diploma of Business

Qualification Outline

Online

Contents

The purpose of this document is to provide a robust platform for the delivery and assessment of the BSB50215 Diploma of Business completed wholly online.

This is your training and assessment plan.

BSB50215 Diploma of Business

About Wise Education Group	Wise Education is a national RTO delivering work based qualifications in partnership with local and national clients. We have been delivering in various sectors for over 7 years and hold a strong portfolio of participants. Our products offerings include qualifications in the following industry sectors: • Business • Business Administration • Sales • Customer Engagement • Work Health & Safety • Hospitality • Management • Warehouse Operations • Aged Care • Child Care • Disability Services • Employment Services • Education Support • Volunteering Services • Retail • Record Keeping • Marketing & Advertising • Small Business Management • Franchising • Tourism & Events • Accounting & Bookkeeping • Project Management **As a Registered Training Organisation**: ∗ We provide flexible work based solutions for employers and staff ∗ Have a strong team of trainers expertise ∗ Have demonstrated knowledge in developing concepts for training regimes that reflect the industry needs ∗ Have a strong account management structure ∗ Have a sound internal working management system that ensures we commit to our promise ∗ Have a culture that is built entirely on customer care ∗ Have a Work Placement Scheme that supports most qualifications

	* Have logbooks that record your work placement activities and supports your practical learning * Have available webinars which can be undertaken at any time as a recorded session or Live led by your trainer
The Need	**General:** More & more Australians realise in order to be considered for a professional job you need to have formal qualifications in order to be competitive. The Australian Government also realises this and therefore has a VETFEE help scheme available which is a loan scheme to support payment for this study. Regardless of whether you are undertaking tertiary study for the first time, gaining further education, up-skilling, or re-training in a different field, moving into tertiary study is a big step and many students can find the transition difficult. To make the most of a tertiary education experience, speak with student administration staff at your approved VET provider (VET provider) for all enrolment-related matters and to inform yourself of all the support services available to you. **From an industry perspective:** When recruiting into any role within an organisation, employers not only look for the most appropriate skills and knowledge, they also look for formal recognition of this via formal qualifications. Many roles today are advertised with minimum requirements and often this will list expectations of qualification and level. **From potential participants' perspective:** Staff irrespective of the industry they are in, require training in order to undertake their roles effectively. They require internal on the job training and monitoring with the view of a training plan so they can also determine their job readiness. Staffs also are looking to have these skills that form part of a nationally recognised qualification so they can demonstrate their sound industry knowledge by way of an industry specific qualification. This strengthens their personal resume and provides a platform for determining their career path.
Target Market	This qualification reflects the role of individuals with substantial experience in arrange of settings 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 develop in order to create further educational and employment opportunities. Job roles and titles may include: * Executive Officer * Program Consultant * Program Coordinator * Project Manager This qualification is available through VETFEE Help and we use Access Group Training as our partner for being able to provide this service.
Entry requirements	Training Package: No entry requirements specified Wise Education Requirements: Participants must be able to fulfil the following specific requirements: 1. Complete an enrolment form

	2. Complete a language, literacy and numeracy test as part of the enrolment form
Outcomes	This program has been designed to equip participants at Wise Education Group (see target market) with the skills and experience required to work within an office environment They will obtain the following skills and knowledge: • Managing payroll • Managing and conducting effective meetings • Establishing agendas and actions from meetings • Work Health & Safety and environmental sustainability • Managing risk • Assessing and controlling risks through a risk management process • Managing people performance through establishment, implementation and review of goals • Managing your own priorities and goals • Managing your priorities as part of a professional development program • Managing remuneration and employee benefits • Undertaking and managing separation or termination of employees • Undertaking project work and deploying a project plan to support timelines and allocation of tasks
Program overview	The delivery and assessment of this program is completely online. All modules are allocated to the Learning Management System under the grouping of Diploma of Business. Participants will be allocated a 1 unit of competency at a time.
Delivery and Assessment	The theory components are the first part of the online experience. You will undertake each of your modules allowing up to 8 hours completing the module and at least 4 hours for assessment completion. The learning module and assessment can be carried out over time and we recommend scheduling at least one module with assessment per month. At the conclusion of the module you will complete your assessment in a writable pdf document. Refer to the assessment section for instructions. The modules are made up of 2 components: • Learning Content • The quiz which are your assessment questions combined with My Project which are both free form text assessment You will flow to each component as you complete each section
Duration	This program is a self-paced program and the only requirement is it is completed within a 12 month period and you will required to allocate 33 hours a month of study. This will equate to 8 hours per week. If you are able to allocate more hours than the total length of program can be reduced. You will be allocated with 1 module and assessments at a time. Your Trainer/ Assessor will monitor the completion of your assessments and mark these within 5 working days. You will receive an email notification of your competency.

	Once you have been deemed competent your Assessor will allocate the next unit for completion
Pre requisites	There are no unit level pre requisites that participants must complete to enter this program.
Packaging	To complete this qualification participant must complete a total of 8 units of competency as set out by the Training Package.
Units of Competency	Wise Education Group is able to deliver and assess the following units of competency.

BSBMGT502	Manage people Performance
BSBWOR501	Manage personal work priorities and professional development
BSBHRM513	Manage workforce planning
BSBADM502	Manage meetings
BSBRSK501	Manage risk
BSBPMG522	Undertake project work
BSBHRM505	Manage remuneration and employee benefits
BSBHRM507	Manage separation or termination

Delivery arrangements	The delivery of this qualification will be completely online. Wise Education Group will support all participants by providing availability to an allocated Trainer/ Assessor via phone or email support.

In each of the modules, learning activities are provided to ensure that the appropriate learning is being undertaken.

You will be required to complete at least one unit per month to remain on track within a 12 month period. Should you choose to fast track your duration you are able to complete the units at your own pace. |
| Sequencing | Participants will commence with the core units and then move onto to the elective units. The sequencing of the units of competency is listed below. |

Order of Delivery	Unit Code	Unit Name
Month 1- upon enrolment	BSBMGT502	Manage people Performance
Month 3 upon completion of previous unit	BSBWOR501	Manage personal work priorities and professional development

	Month 4 upon completion of previous unit	BSBHRM513	Manage workforce planning	
	Month 5 upon completion of previous unit	BSBADM502	Manage meetings	
	Month 6 upon completion of previous unit	BSBRSK501	Manage risk	
	Month 7 upon completion of previous unit	BSBPMG522	Undertake project work	
	Month 8 upon completion of previous unit	BSBHRM505	Manage remuneration and employee benefits	
	Month 9 upon completion of previous unit	BSBHRM507	Manage separation or termination	

| Work environment	Participants enrolled in this qualification will not be required to have full access to a workplace. The Trainer/ Assessor will support the workplace adjustments as part of the online program.
Assessment	There are two forms of assessment: 1. Questions which are free form text answers and also address the employability skill of problem solving 2. A project which is scenario based and will require free form text responses When you have completed the content for your learning unit you will be presented with the following screen. The participant can either click on the My Quiz or My Project section to gain access to their Quiz or Project

For My Quiz
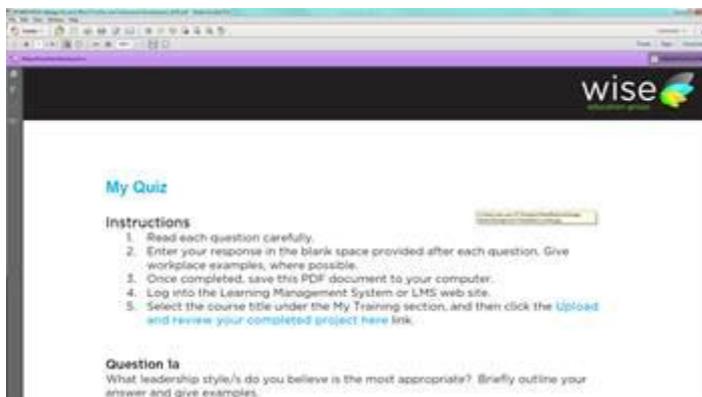
Click on the assessment document to download and save to your computer.

Locate the file and complete the assessment by typing your answers in the space provided, then save the file and include your name as part of the file name to your computer.

Once completed log back onto the LMS and proceed into your unit of Competency to upload your content into the Quiz section

When you have completed the assessment and are ready to upload return to the Training screen and select the upload option.

For My Project
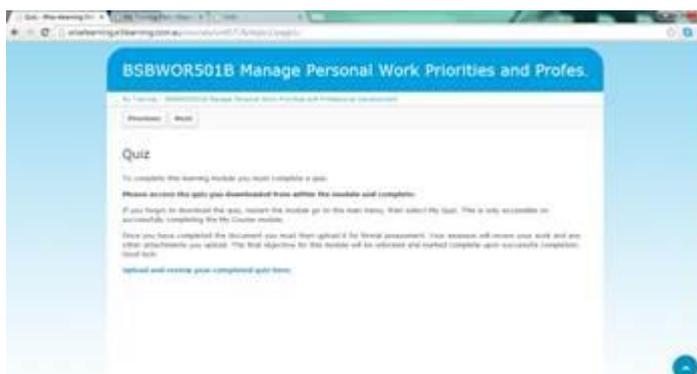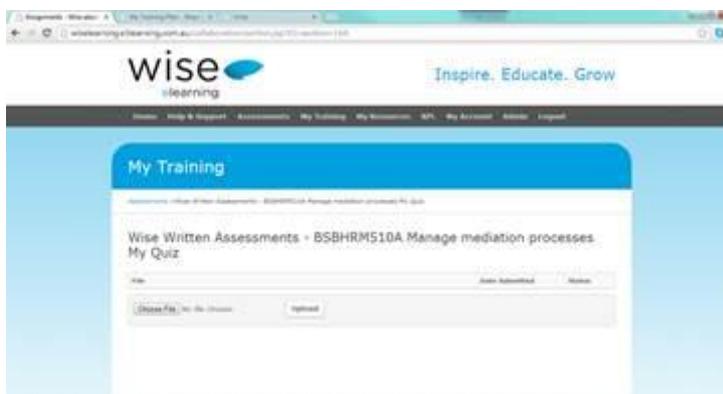
Click on the assessment document to download and save to your computer.

Locate the file and complete the assessment by typing your answers in the space provided, then save the file and include your name as part of the file name to your computer.
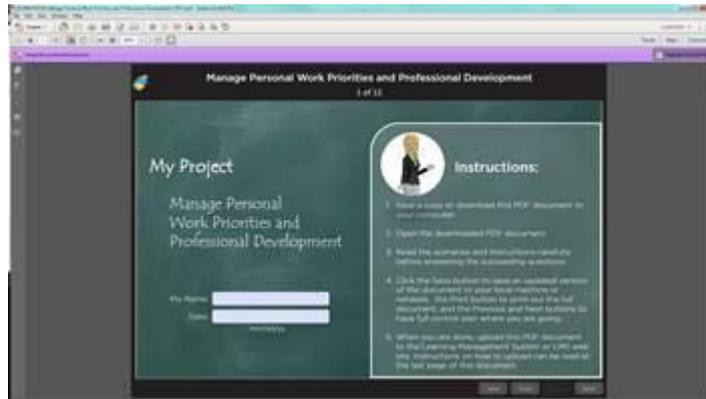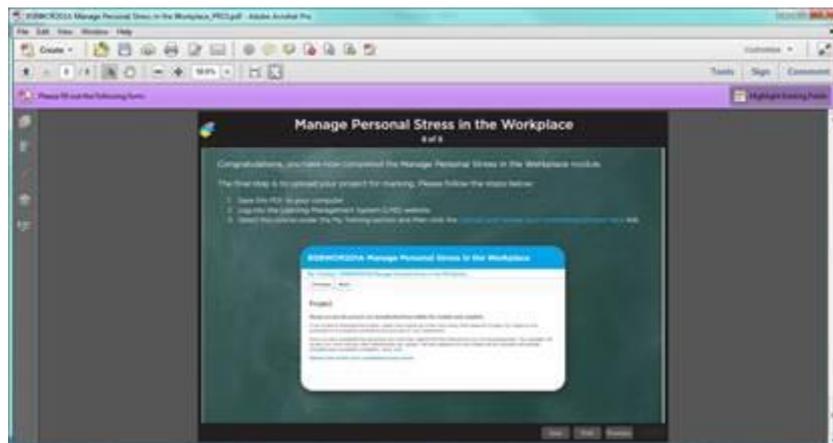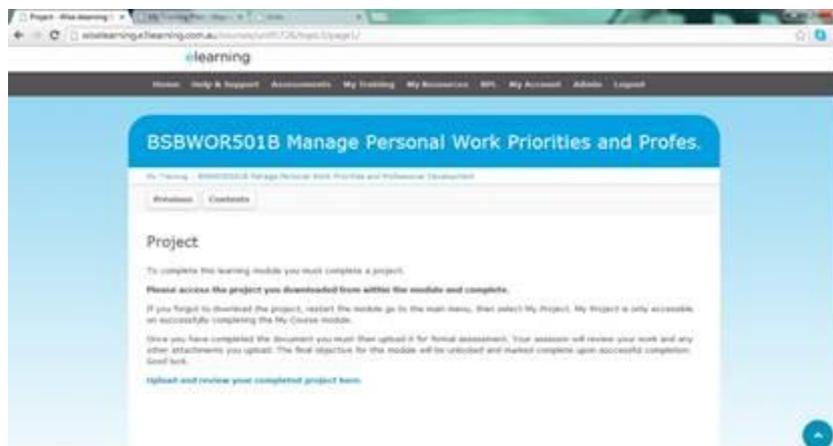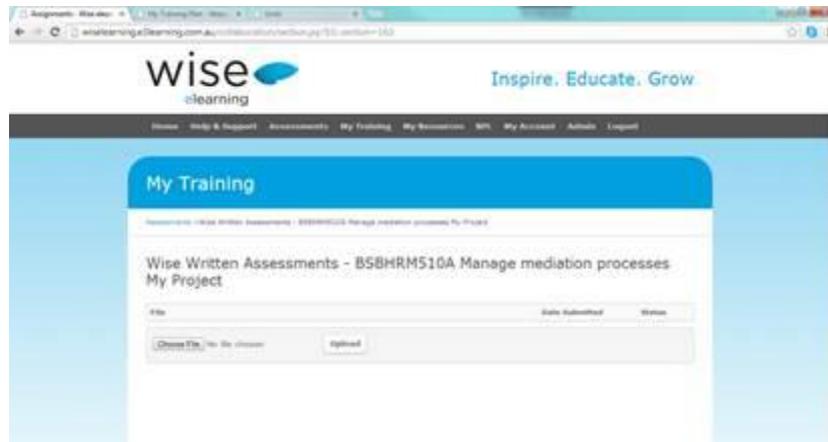

Once completed log back onto the LMS and proceed into your unit of Competency to upload your content into the Quiz section

	When you have completed the assessment and are ready to upload return to the Training screen and select the upload option.
RPL	All participants will be provided with the opportunity to undertake recognition of prior learning. They have the opportunity to apply for this process at enrolment and they will then be provided with the following information: • RPL Application Kit • RPL Evidence Guide Wise Education Group also provides the Trainer/ Assessors with a support guide to RPL
Validation	**Pre implementation** The assessment materials developed have been through a pre delivery validation process conducted by an industry and training and assessment expert from Wise Education Group and these are scheduled over a 5-year period. This process is a quality check to ensure that the assessments to be used met training package and industry requirements, ensured that the assessment was at the right level, and that appropriate and sufficient evidence would be gathered to inform assessor decisions regarding participant competency. The outcomes of the assessment validation process were recorded in the Wise Education Group Validation Action Plan template. Documents generated during this process included mapping documents showing the relationship between each cluster and the tools used to gather assessment evidence, updated assessment tools, and the records of assessment validation. **Post implementation** After a module has been delivered and assessed Wise Education Group will validate each set of assessment tools in line with the approach set out in the NQC Guide to Assessment Validation and Moderation. The outcome of this process will be documented in the Wise Education Group management system. Wise Education Group has a Risk Validation tool that identifies our risk areas and these areas are rated for purpose of action. The risk validation sheet also boasts a validation schedule.

Resources	To adequately support the delivery of the qualification, Wise Education Group will provide requested documentation and handouts to participants in order for them to complete an appropriate assessment.
Facilities and Equipment	Access to a computer. If you do not have access to a computer we are also able to provide your resources via distance learning. We will send to you via the post your workbooks and assessments which you can complete in print copy. You will then return your completed assessment for marking.
Trainer Materials	The following documents have been developed which describe the delivery and assessment of the qualification. The units of competency are in single unit format • Learners Guide with Facilitator notes • Assessment Kit • Assessors Marking Guide • Mapping Guide
Student Materials	The following documents have been provided which describe the delivery and assessment of the qualification. The units of competency are in single unit format • Qualification Outline • Online Learners Guide • Online Assessment Kit
Trainer requirements	To deliver this program Wise Education Group requires its trainers and assessors to: • Hold a TAE40110 Certificate IV in Training and Assessment • Hold the following qualifications: o BSB50215 Diploma of Business (or equivalent or a level higher) • Have worked as a Trainer/ Assessor professional within the last 12 months • Have worked in a business environment Industry for a minimum with a minimum of 3 years' experience • Hold membership or that of a related industry body (updates from the Service Skills Industry) • Have participated in specific professional development within the last 12 months; and • Maintain their Industry Currency at least annually by attending 'Return to Industry' programs as set out in professional development plan • Have undertaken training and assessment professional development within the last 12 months.
Trainer Allocation	Wise Education Group will allocate a single Trainer where appropriate to a participant. Where single or multiple trainers are required, we have set out the Trainer responsible for undertaking the units of competency as below:

Unit Code	Unit Name	Trainer/ Assessor/s
BSBMGT502A	Manage people Performance	Brooke Seage
BSBWOR501B	Manage personal work priorities and professional	Brooke Seage

		development	
	BSBHRM513	Manage workforce planning	Brooke Seage
	BSBADM502B	Manage meetings	Brooke Seage
	BSBRSK501B	Manage risk	Brooke Seage
	BSBPMG522A	Undertake project work	Brooke Seage
	BSBHRM505B	Manage remuneration and employee benefits	Brooke Seage
	BSBHRM507A	Manage separation or termination	Brooke Seage

Foundation skills	Foundation skills are embedded in Training Package units of competency. Foundation Skills Summaries record how the foundation skills are covered in every nationally endorsed qualification (source http://www.training.gov.au). Refer to the training package specific unit of competency to view the foundation skills summary for that unit.
Pathways	Upon successful completion of this qualification, participants are able to continue their learning journey into: BSB60215 Advanced Diploma of Business
Access & Equity	Principles, practices and legislative requirements relating to equity, access, anti-discrimination and social justice will be addressed in all aspects of the implementation of the Learning and Assessment Strategies. Needs will be identified prior to students' commencing programs. Customised delivery and assessment strategies, including reasonable adjustment to meet client needs.
Support Services	**Learning Support** – LLN support (through initial analysis (LLN form) and feedback then follow up support where necessary); disability support services
	We are also able to coordinate face to face sessions or distance learning if the online environment is not conducive to your style of learning. Please advise your Trainer/ Assessor if you require changes to your delivery format
	Student Support – Wise Account Manager and Wise Trainer
	Online Communication Strategy (see appendix at back of document) This is our commitment to maintaining your engagement and supporting you through the online modules within a 12 month period.
Participant Progress	Wise Education Group will upkeep the progress of all students within the Learning Management System. These will then be entered into our Student Management System-JobReady
	You will receive regular emails from your Trainer at least fortnightly to check on your progress.

Participant Satisfaction	Wise Education Group will periodicallyt conduct random surveyss with participants. At regular management meetings, Wise Education Group will analyse the feedback and implement any corrective actions.
The Participant Commitment	▪ Actively participate in your modules ▪ Liaise with your Trainer/ Assessor to receive adequate support ▪ Complete your modules and assessment in a timely manner

Appendix A

Online Training Communication Process

Timeframes	Process	Call to Action
1-2 Days	Welcome Email (LMS access, Participant Handbook, allocated trainer details)	Email notification to Trainer (Trainees name, qualification, contact details)
Within 1 week	Phone call from trainer (Introduction, ask to check junk mail)	Trainee file note in Job Ready
Week 3-4	Another phone call: "How can I help you?"	Trainee file note in Job Ready
Monthly	Online Newsletter with Tips	Head Office CCTNS (Track)
Continual Monthly	Phone call: "How can I help you?"	Trainee file note in Job Ready
Assessment Marking	LMS comment (comments field in assessment, manually send to email)	Well done email (Compulsory), Trainer to send email but if phone call made not necessary