About this Program
This qualification delivers the foundations and content for students aspiring to develop the skills and knowledge required for a career in the business world.

The program is for people seeking to work in a business administration or management role and for people who would like to create further education and employment opportunities.

How you will learn
This program will be delivered online or through workbooks with student activities, notes and teacher led tutorials. There is access to your teacher for all enquiries and questions.

Course outcomes
A Diploma of Business will qualify the student to work in a supervisory or managerial role, or as a key functional member of a team. This program will allow students to demonstrate key business processes and skills identified as a basis for further career advancement in industry, commerce or government organisations.

Career opportunities
Graduates will complete the program with the skills and knowledge recognised in industry for roles and titles in various sectors. Possible job titles relevant to this qualification include:

- Executive officer
- Unit manager
- Business manager
- Program manager

Pathways to further learning
Graduates may continue further study at a higher level qualification such as an advanced diploma or degree.

Duration
This course is delivered over one year to eighteen months. However, it is possible for students to accelerate their academic progress.
Entry Requirements
There are no specific entry requirements for the Diploma of Business except AQI’s specific requirement that those students who have English as a Second Language must have English language skills equivalent to an IELTS score of 5.5.

Preferred pathways for candidates considering this qualification include either:
- Certificate IV in Business or other relevant qualification; or
- Possession of vocational experience in supervisor or administration roles in a range of work environments

Program units
To obtain this qualification eight units are required. The recommended options are:
- BSBWOR501 Manage personal work priorities and professional development
- BSBADM502 Manage meetings
- BSBFIA401 Prepare financial reports
- BSBCMM401 Make a presentation
- BSBHRM506 Manage recruitment, selection and induction processes
- BSBHRM513 Manage workforce planning
- BSBPMG522 Undertake project work
- BSBRSK501 Manage risk

National Recognition
This qualification is recognised nation-wide and is taken from the Australian BSB Business Services Training Package.

Recognition of Prior Learning
Do you already have experience?
Recognition of Prior Learning (RPL) takes into account the knowledge and skills you have already gained through your previous education and work. You can earn credit for this qualification if you have completed relevant formal or informal trainings, paid work or voluntary placements or if you can demonstrate the skills required. For further details refer to www.aqi.edu.au.