



Mount Isa Institute of TAFE

Fact Sheet

BSB50207 - Diploma of Business (RPL Only)

What career options do I have?

This qualification is for those with substantial experience in a range of settings and who are seeking to formalize their skills into a qualification,

What will I learn?

As this is Recognised Prior Learning (RPL), you will have the skills already. RPL allows you to review those skills, and if necessary, fill in any gaps that you may have.

What qualification will I receive?

A Diploma of Business.

Where will the RPL process take place?

This can be done at Mount Isa TAFE, in your workplace or over email, telephone or video conference.

How long will the RPL take?

The duration of study will depend on your current level of experience and access to the proof you may require. In general, a full qualification would take between 4-7 hours.

How will the RPL take place?

Time will be arranged through our RPL co-ordinator to speak with a teacher. They will ask a series of questions and ask you to provide written evidence and/or do a skills test. Third party reports may also be required.

Is there anything I need to bring?

Your current resume and job role are a great place to start, as well as any previous formal training you have completed.

Am I eligible?

Prior to enrolment consider contacting the RPL Co-ordinator to discuss your personal preferences for training outcomes. Your call will assist in matching your preferences to entry and exit points in a qualification. Consideration will be given to your academic and/or work histories.

Is what I already know taken into account?

Yes. Your history of study, skills and experience does matter. Consideration is given to your life and work experiences as well as formal and informal training. This may be applied using the national standard for Mutual Recognition or through Recognition of Prior learning (RPL). Documentary evidence will be requested.

Can I go onto further training?

The Diploma can work towards an Advanced Diploma in Business or a specialist stream in the Diploma of Business.

What else might I find useful?

Financial assistance with fees may be available through concessions, or via 'Time to Pay' payment plan. This and other information such as Student Support, Study and Library Assistance, Student Responsibilities, is found in the Mount Isa Institute of TAFE Student Guide/ Handbook.

As a student, you are able to receive extra help with your study and learning skills from learning support staff. If you feel you need this type of support at any time during your study please do not hesitate to ask, and arrangements can be made.

Where can I find more information?

Contact our friendly Client Information Centre staff on 4744 9999.

What is the program structure?

To gain this qualification, 8 units selected from the units listed below; no more than 3 units may be selected from any one area. Only units available from Mt Isa TAFE are shown.

General Administration

BSBADM502B Manage meetings
BSBADM503B Plan and manage conferences
BSBADM504B Plan or review administration systems
BSBADM506B Manage business document design and development

Human Resource Management

BSBLED502A Manage programs that promote personal effectiveness

Marketing Units

Marketing
BSBMKG501B Identify and evaluate marketing opportunities
BSBMKG502B Establish and adjust the marketing mix
BSBMKG506B Plan market research
BSBMKG507A Interpret market trends and developments
BSBMKG508A Plan direct marketing activities
BSBMKG509A Implement and monitor direct marketing activities
BSBMKG510A Plan electronic marketing communications
BSBMKG514A Implement and monitor marketing activities

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