

Diploma of Business BSB50215

Develop your business knowledge and expertise and gain contemporary corporate skills applicable to a wide range of business functions.

This Diploma is designed to further develop your skills in a range of areas including human resources, planning your workforce and evaluating marketing opportunities.

The following units of competency are completed for the Diploma of Business.



You have a choice of attending workshops and completing the program self-paced, either online or using hardcopy workbooks. Whatever your choice we are there to support you all the way. If self-paced is your choice you will be allocated a trainer/assessor who will keep in touch via email or phone and visit you in the workplace or a location of your choice.

The following are the units offered by Jenard Training. Red indicates there is a workshop available and black is self-paced:

BSBHRM506 Manage recruitment, selection and induction processes

BSBADM502 Manage meetings

BSBHRM513 Manage workforce planning

BSBADM506 Manage business document design and development

BSBHRM509 Manage rehabilitation or return to work programs

BSBMKG501 Identify and evaluate marketing opportunities

Two additional units may be chosen from the list on the following page. (Remember, red indicates a workshop is available, and black is self-paced.)

Choose two more units for your Diploma of Business

BSBCUS501 Manage quality customer service

BSBFIM501 Manage budgets and financial plans

BSBWHS501 Ensure a safe workplace

BSBWOR501 Manage personal work priorities and professional development

BSBINN501 Establish systems that support innovation

BSBSLS501 Develop a sales plan

BSBSLS502 Lead and manage a sales team

BSBSUS501 Develop workplace policy and procedures for sustainability

BSBWRK510 Manage employee relations

BSBWOR502 Lead and manage team effectiveness

BSBMGT517 Manage operational plan

BSBLDR502 Lead and manage effective workplace relationships

BSBLDR501 Develop and use emotional intelligence

BSBMGT516 Facilitate continuous improvement

BSBRISK501 Manage risk

BSBPMG522 Undertake project work

BSBHRM512 Develop and manage performance-management processes

BSBLED501 Develop a workplace learning environment

For more information, contact:

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