



## Diploma of Business

**Location**  
Westvic  
Warrnambool  
171 Lava Street

**Costs**  
(GST Not Applicable)

**Funded**  
Tuition Fees

\$950

plus

Resources &  
Materials  
\$275

**Non-funded**  
(Fee Paying)

Tuition Fees \$1225  
plus

Resources &  
Materials  
\$275

**Information  
session**

**Semester 2**

Monday 4th

June

6.00pm-7.00pm

Concessions are  
not applicable

RTO TOID: 4184

COLAC  
CAMPERDOWN  
WARRNAMBOOL  
HAMILTON  
PORTLAND

If you have substantial experience in a range of settings and seek to further develop your skills in areas such as staff recruitment & induction, workforce planning, project management, risk management and marketing then contact us now. You may be employed or self employed or have previous experience in a range of workplace contexts, typically performing duties as a frontline manager or leading hand with direct reporting lines to more senior managers.

**Workshop attendance:** Attendance at workshops is not compulsory but are provided to assist students to progress through the units outlined. Students are required to notify us if they are attending not, to allow our trainer to prepare adequate resources for the day. You may decided to only attend the workshops for the units you feel you need the most assistance.

**Pre-requisites/entry requirements:** Students will preferably be in or recently have had access to a suitable workplace environment.

### BSB50207 Diploma of Business

#### Warrnambool

Unit	Semester 1 Workshop date (Fridays)	Semester 2 Workshop date (Fridays)
BSBWOR501A - Manage personal work priorities and professional development	9th March	29th June
BSBLED502A - Manage programs that promote personal effectiveness	13th April	27th July
BSBHRM504B - Manage workforce planning	18th May	31st August
BSBHRM506A - Manage recruitment selection and induction process	8th June	28th September
BSBADM502B - Manage meetings	6th July	26th October
BSBPMP510A - Manage projects	10th August	23rd November
BSBRSK501B- Manage risk	7th September	14th December
BSBMKG414B - Undertake marketing activities	12th October	1st February 2013

#### Am I eligible for funding?

If you are enrolling in a qualification at a higher level than you currently hold you should be eligible for a funded place. A free, no obligation assessment for your eligibility for funding is available.



*This training may be delivered with Victorian and Commonwealth Government Funding.*

#### To enrol or find out more...

Contact us on 5561 9000 or  
[jbutler@westvic.org.au](mailto:jbutler@westvic.org.au)  
[www.westvic.org.au](http://www.westvic.org.au)

Westvic Staffing Solutions provides a systematic approach to service delivery which is flexible and targeted to the requirements of employees, employers, the local community and those with special needs.

**Recruitment solutions and support for all businesses**

