Diversity Skills Training is a Nationally accredited training provider delivering a wide scope of courses to the diverse community across Australia.

The ethos of Diversity Skills Training is based on proven experience in the training area and an understanding of local cultural diversity. Diversity Skills Training believes in the transfer of knowledge and skills and therefore our vision is to assist all our students in developing themselves both personally and vocationally. Diversity Skills Training believes in a holistic approach to education. It offers students the opportunity to develop their potential in a stimulating educational environment that is warm, friendly, exciting and multicultural and free from discrimination and harassment.

With multi-lingual trainers and tutors, Diversity Skills Training will engage and inspire and nurture all training clients to the completion of their qualification.

Head Office – Sydney
- Level 3, 128-136 South Parade, Auburn, NSW 2144

Queensland Offices
- Unit 8, 91 Wembley Rd, Logan Central, QLD 4114
- Shop 36B, St Ives Shopping Centre, 2 Smiths Road, Goodna, QLD 4300

Western Australia Office
- Unit 14, 275 Belmont Avenue, Cloverdale, WA 6105

Phone: 1300 378 669
Fax: 61 2 9649 3310
Email: info@diversityskills.edu.au

Diversity Skills Training
PTY LTD

Study today,
Success tomorrow.

DIPLOMA OF BUSINESS

The mission of Diversity Skills Training is to be a leading academic institute in Australia by providing students with high quality education designed to meet their vocational goals in an efficient, professional, compliant and safe learning environment.

Enrol Now!
Call us on 1300 DST NOW

www.diversityskills.edu.au
Overview

This qualification reflects the role of individuals with substantial experience in a range 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.

Possible job titles relevant to this qualification include: Executive officer, program consultant and program coordinator.

Details

Entry requirements:
There are no entry requirements for this course. Although we do recommend that the participant has a Level 4 ACSF. An initial assessment will be conducted to identify the ACSF level of participants in this course.

VET FEE-HELP Entry requirements:
You may be eligible for VET FEE-HELP if:
1. An Australian citizen or permanent humanitarian visa holder (and a resident in Australia for the duration of the study)
2. You have not exceeded the FEE-HELP limit
3. You meet course requirements as follows;
   - You are a full fee-paying/fee for service student wanting to study a diploma level course at Diversity Skills Training OR
   - You are a student subsided by a state or territory government (other than the ACT studying a diploma AND
   - You are enrolled in a unit of study by the census date for that unit.

Duration
12 months face to face or online.

Course Price
$12,000

Modules

<table>
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<tr>
<th>UNIT CODE</th>
<th>UNIT NAME</th>
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<tbody>
<tr>
<td>BSBADM502</td>
<td>Manage meetings</td>
</tr>
<tr>
<td>BSBADM504</td>
<td>Plan and implement administrative systems</td>
</tr>
<tr>
<td>BSBADM506</td>
<td>Manage business document design and development</td>
</tr>
<tr>
<td>BSBHRM513</td>
<td>Manage workforce planning</td>
</tr>
<tr>
<td>BSBHRM506</td>
<td>Manage recruitment, selection and induction processes</td>
</tr>
<tr>
<td>BSBMGT403</td>
<td>Undertake project work</td>
</tr>
<tr>
<td>BSBRSK501</td>
<td>Manage risk</td>
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</tbody>
</table>

NO UPFRONT FEES
STUDY NOW PAY LATER