



Gold Training, our job is to make you the business

COURSE DESCRIPTION

Ever dreamed of running your own business or perhaps playing a key role in a large organisation? Gold Training's Diploma of Business can open the door to new career opportunities or perhaps to your very own business!

PREREQUISITES AND ENTRY REQUIREMENTS

There are no formal entry requirements, however, it is preferred that participants have some experience in the administration industry.

This qualification can complement and enhance your existing skills, knowledge and qualifications. It can equip participants with the skillset to be more effective in leading and managing organisations in today's complex environment.

COURSE DELIVERY

Gold Training delivers flexible training with instructor's who have extensive industry experience. Gold Training offer this qualification:

- online over a 12 month time frame

VOCATIONAL OUTCOMES

This qualification reflects the responsibilities of an employee in administration or business industries. Participants will obtain valuable insights and experience including:

- administrative office function;
- workforce management;
- project work;
- workplace culture and relations;
- leadership; and
- risk management.

COURSE HIGHLIGHTS

This qualification also provides a pathway for further study and you may be eligible to apply for up to a full year of credit towards a relevant university business degree.

POTENTIAL EMPLOYMENT OUTCOMES

- executive officer
- program consultant or coordinator
- management roles
- marketing executive
- human resources officer
- supervisor or team leader
- administrator
- business manager

STUDENT HANDBOOK

View the [Gold Training Student Handbook](#) for more information about course fees, the appeals and complaints process, and training with us.

UNIQUE STUDENT IDENTIFIER (USI)

From 1 January 2015, participants undertaking nationally recognised training require a USI before they can receive their training records and results. Once a USI is created participants will continue to use their USI for any future nationally recognised training they undertake.

Your USI links to an online account that contains all of your training records and results that you have completed after 1 January 2015.

If you would like to create your own USI prior to commencing training with Gold Training please visit www.usi.gov.au. Alternatively, with your permission (which can be provided when completing your enrolment form) Gold Training will create your USI number on your behalf.

**For enquiries about this course please call (07) 5444 4998
or email gt.studentadmin@goldtraining.edu.au**

COURSE UNITS

BSBWOR501	Manage personal work priorities and professional development
BSBADM502	Manage meetings
BSBPMG522	Undertake project work
BSBWOR502	Lead and manage team effectiveness
BSBRISK501	Manage risk
BSBFIM501	Manage budgets and financial plans
BSBHRM513	Manage workforce planning
BSBMKG501	Identify and evaluate marketing opportunities

*course units are subject to change

CONSTRUCTION SKILLS QUEENSLAND FUNDING

Construction Skills Queensland (“CSQ”) is an independent industry funded body supporting employers, workers, apprentices and career seekers in the building and construction industry.

Higher Level Skills (“HLS”) General funding is available to assist workers by providing a pathway to advance their career and helps to keep them motivated. Workers with higher level skills are valuable employees. They have incredible depth of knowledge and experience which you can draw on day-in day-out to benefit businesses and projects.

For more information on CSQ HLS General funding eligibility, please view the information fact sheet at <http://www.csq.org.au/for-employers-stakeholders/skilling-your-workforce/higher-level-skills>.

Participants may only complete one (1) HLS General qualification. Please note that an administration fee of \$50.00 applies to all enrolments. Gold Training receive a maximum amount of \$2,632.50 funded per participant for this course.

COURSE FEES

Course fees may vary depending on the units you are enrolled in so an approximate amount has been shown based on Gold Training’s standard unit selection. You will be given the exact amount of your fees at enrolment. Part time student fees will vary depending on the number of units you are enrolled in.

- online - \$2,800

Course fees are made up of two components: tuition fees and resource fees. Tuition fees are determined by multiplying the nominal hours, which is the number of hours in which an average student could be expected to complete each unit. They are not the hours of training or instruction. Resource fees are charges for material that are essential to a course or unit, and are purchased by Gold Training to be used by students during the course.

RECOGNITION OF PRIOR LEARNING (RPL)

Gold Training recognises that you may have skills or knowledge from previous learning or work experience, you may be eligible to apply for Recognition of Prior Learning and/or Credit Transfer towards partial completion of this qualification.

HOW TO APPLY

Please complete the Gold Training enrolment form including collating your supporting documents and forward to gt.studentadmin@goldtraining.edu.au.

The Gold Training enrolment form is available via our [website](#).

