

DIPLOMA OF BUSINESS (PROCUREMENT)

RTO 41595

BSB50120 - Release 1

COURSE OVERVIEW

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have frontline management accountabilities.

COURSE SNAPSHOT

COURSE COMPLETION TIME

RPL is achieved at your own pace with our support. Study achieved part time at your own pace, guided by us. Typically the course will take 12 - 24 months to complete.

UNITS STUDIED

12 (5 core units + 7 elective units)

NATIONALLY RECOGNISED TRAINING

Yes

DELIVERY LOCATIONS

This course is delivered online and in your workplace where possible.

DELIVERY MODE

Online with extensive support from our trainers and mentors.

ASSESSMENT DUE DATES

No, study at your own pace. We will keep you on track.

RPL AVAILABLE?

Yes, absolutely!

COURSE FEES

- Full RPL achieved - \$1595.00
- Partial RPL - Negotiable up to a max of \$3995.00
- Full Training - \$3995.00

Fees are broken down to an enrolment fee of \$500 and the balance either on completion or spaced evenly across the program to suit your financial needs.

BY COMPLETING THIS COURSE, YOU COULD GAIN EMPLOYMENT AS

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Administration Manager
- Executive Officer
- Program Coordinator
- Program Consultant
- Business Owner

COURSE STRUCTURE

ENTRY REQUIREMENTS

There are no formal entry requirements for this qualification.

CORE UNITS

- BSBCRT511 Develop critical thinking in others
- BSBFIN501 Manage budgets and financial plans
- BSBOPS501 Manage business resources
- BSBSUS511 Develop workplace policies and procedures for sustainability
- BSBXCM501 Lead communication in the workplace

ELECTIVES

- BSBOPS502 Manage business operational plans
- BSBOPS504 Manage business risk
- BSBPMG537 Manage project procurement
- BSBPRC501 Manage procurement strategies
- BSBPRC502 Manage supplier relationships
- PSPPCM013 Make procurement decisions
- BSBWHS521 Ensure a safe workplace for a work area

The elective unit options listed represent the OPEC College approved elective unit options offered. This is a reduced list from the qualification packaging rules specified in the elective list. If you would like an elective unit that is not included in this list, please speak to your Trainer/Assessor.

RECOGNITION OF PRIOR LEARNING (RPL)

RPL means you can gain qualifications simply through providing evidence of relevant knowledge and skills you have gained through previous work. This means you don't have to waste time studying what you already know. If you believe you already have the knowledge and skills to achieve this qualification we encourage you to apply for Recognition of Prior Learning.

RPL is a simple process with OPEC College and works like this:

Step 1

Free skills assessment

Fill out our pre-assessment form and we'll give you the guidance you need for the next steps to achieving your career goals.

Step 2

Evidence portfolio

With our help, gather evidence, e.g. current resume, reference letters, examples of work completed, to prove your prior skills and knowledge and submit it online for our assessors to review.

Step 3

Evidence review

After we've assessed your evidence portfolio we'll contact you for competency conversation and a practical observation if required.

Step 4

Training

Fill in any gaps in your prior learning and achieve greater qualifications through our online training courses.

Step 5

Qualified!

Your new certifications are Nationally Recognised and issued by our Registered Training Officer (RTO). You are now ready to pursue your new career and greater opportunities!