

# BSB50215 Diploma of Business

## Packaging Rules: 8 Elective Units

(6 of the elective units must be selected from the units listed below, with no more than 3 units selected from any one group. 2 elective units may be selected from elective units listed below, from the BSB Business Services Training Package, or from any current accredited course or endorsed Training Package at this qualification level or Certificate IV or Advanced Diploma level.)

Elective Unit Codes	Elective Unit Title	Task Types	Available
<b>Group A</b>			
BSBADV507	Develop a media plan	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Define Media Requirements Task 3 – Practical: Select Media Vehicles Task 4 – Practical: Determine the Media Schedule Task 5 – Practical: Produce a Media Plan Task 6 – Oral Questions Task 7 – Evidence Record	
BSBADV509	Create mass print media advertisements	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Interpret the Creative Brief Task 3 – Evidence Record	
BSBMKG523	Design and develop an integrated marketing communication plan	Task 1 – Practical: Presentation of Draft Brief Task 2 – Theory: Short Answer Questions Task 3 – Practical: Media Review Task 4 – Practical: Integrated Marketing Communication Plan Task 5 – Evidence Record	
<b>Group B</b>			
BSBADM502	Manage meetings	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Prepare Meeting Papers Task 3 – Theory: Planning the Meeting Task 4 – Oral Questions Task 5 – Practical: Conduct Meetings Task 6 – Evidence Record	
BSBADM503	Plan and manage conferences	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Plan the Conference Task 3 – Practical: Promote the Conference Task 4 – Practical: Organise the Conference Task 5 – Oral Questions Task 6 – Evidence Record	
BSBADM504	Plan and implement administrative systems	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Research and Planning Task 3 – Role Play: Working with Staff Task 4 – Evidence Record	

## Qualification Mapping

Elective Unit Codes	Elective Unit Title	Task Types	Available
BSBADM506	Manage business document design and development	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Establish Documentation Standards Task 3 – Practical: Manage Template Design and Development Task 4 – Practical: Develop Standard Text for Documents Plan Task 5 – Presentation of Training Task 6 – Evidence Record	
<b>Group C</b>			
BSBHRM501	Manage human resources services	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Determine Strategies for Delivery of HR Services Task 3 – Practical: Manage the Delivery of Human Resource Services Task 4 – Project: Evaluate Human Resource Services Delivery Task 5 – Theory: Manage the Integration of Business Ethics in Human Resource Practices Task 6 – Evidence Record	
BSBHRM502	Manage human resources management information systems	Task 1 – Theory: Short Answer Questions Task 2 – Project: Draft Information Systems Management Plan Task 3 – Practical: Communication Plan Task 4 – Practical: Recommendation Report to Senior Managers Task 5 – Practical: Implementation Schedule Task 6 – Evidence Record	
BSBHRM513	Manage workforce planning	Task 1 – Theory: Short Answer Questions Task 2 – Project: Produce a Workforce Plan Task 3 – Evidence Record	
BSBHRM505	Manage remuneration and employee benefits	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Draft an Organisation's Remuneration Strategy Task 3 – Practical: Communication Plan Task 4 – Evidence Record	
BSBHRM506	Manage recruitment, selection and induction processes	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Analyse and Review Human Resource Task 3 – Practical: Analyse and Review Recruitment and Selection Task 4 – Practical: Induction Process Task 5 – Evidence Record	
BSBHRM507	Manage separation or termination	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Manage Redundancy Processes Task 3 – Role Play Task 4 – Practical: Review Exit Interviews Task 5 – Evidence Record	

Elective Unit Codes	Elective Unit Title	Task Types	Available
BSBHRM510	Manage mediation processes	Task 1 – Theory: Short Answer Questions Task 2 – Project: Critical Evaluation of Existing Guidelines Task 3 – Project: Develop Guidelines for Mediation Task 4 – Evidence Record	
BSBLED502	Manage programs that promote personal effectiveness	Task 1 – Theory: Short Answer Questions Task 2 – Project: Research Task 3 – Practical: Planning Task 4 – Practical: Policy Development Task 5 – Theory: Evaluation Task 6 – Evidence Record	
<b>Group D</b>			
BSBMKG501	Identify and evaluate marketing opportunities	Task 1 – Theory: Short Answer Questions Task 2 – Project: Evaluate Marketing Opportunities Task 3 – Evidence Record	
BSBMKG502	Establish and adjust the marketing mix	Task 1 – Project: Develop a Report on a Marketing Mix Task 2 – Practical: Review a Report on a Marketing Mix Task 3 – Theory: Short Answer Questions Task 4 – Evidence Record	
BSBMKG506	Plan market research	Task 1 – Practical: Develop Market Research Plan Task 2 – Theory: Short Answer Questions Task 3 – Evidence Record	
BSBMKG507	Interpret market trends and developments	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Interpret Trends and Market Developments Task 3 – Presentation: Interpret Trends and Market Developments Task 4 – Evidence Record	
BSBMKG510	Plan e-marketing communications	Task 1 – Theory: Short Answer Questions Task 2 – Project: Create an E-Marketing Strategy and Plan Task 3 – Evidence Record	
BSBMKG514	Implement and monitor marketing activities	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Develop a Marketing Implementation Plan Task 3 – Presentation: Marketing Plan Communication Task 4 – Oral Questions: Implement and Monitor Marketing Plans Theory Task 5 – Evidence Record	
BSBMKG515	Conduct a marketing audit	Task 1 – Project: Conduct and Report on a Marketing Initiative Task 2 – Evidence Record	

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<b>Group E</b>			
BSBINM501	Manage an information or knowledge management system	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Research and Planning Task 3 – Project Task 4 – Theory: Review Task 5 – Evidence Record	
BSBINN502	Build and sustain an innovative work environment	Task 1 – Reflection: Lead Innovation Task 2 – Practical: Develop Innovation Task 3 – Project: Promote Innovation Task 4 – Group Work: Create a Physical Environment to Support Innovation Task 5 – Practical: Provide Learning Opportunities Task 6 – Evidence Record	
BSBMGT403	Implement continuous improvement	Task 1 – Practical: Implement Continuous Improvement Task 2 – Theory: Monitor and Review Performance Task 3 – Theory: Provide Opportunities for Further Improvements Task 4 – Role Play: Coaching and Communicating with the Team Task 5 – Evidence Record	
BSBPMG522	Undertake project work	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Project Research Task 3 – Practical: Develop Plan Task 4 – Theory: Administer and Monitor the Project Task 5 – Theory: Finalise the Project Task 6 – Evidence Record	
BSBRSK501	Manage risk	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Risk Management Plan Task 3 – Evidence Record	
BSBSUS501	Develop workplace policy and procedures for sustainability	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Develop a Sustainability Policy and Procedures Task 3 – Practical: Presentation: Communicate the Workplace Sustainability Policy Task 4 – Practical: Implement the Policy Task 5 – Project: Implement and Review Policy Task 6 – Evidence Record	
BSBWOR501	Manage personal work priorities and professional development	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Time Management Task 3 – Practical: Create a Personal Development Plan Task 4 – Evidence Record: Feedback Provider	