

## Why choose h&h?

- We are a Nationally Registered Training Organisation with over 20 years' experience in teaching and training for business and the aged care, disability and childcare industries;
- We have strong relationships with industry employers, which facilitates successful employment outcomes and opportunities;
- Choose how you learn (classroom, distance or traineeship);
- We offer small, hands-on learning groups, with no more than 20 students in any class;
- We offer support in all areas of study, work experience, resume and cover letter writing, and interview processes, with email support available six days a week (24-hour turnaround);
- Our trainers and staff have extensive industry knowledge and speak a variety of languages to support all our students;
- We offer Recognition of Prior Learning (RPL) and Credit Transfer (CT) for students with qualifying previous study;
- All courses offer nationally recognised qualifications; and
- We offer payment plans to suit your financial needs.



## Want to know more?

If you want to learn more about h&h, the other courses we offer and find out how to enrol, simply visit our website, or call us to chat to one of our friendly staff members.

h&h Accredited Training Australasia Inc.

Web: [www.hnh.org.au](http://www.hnh.org.au)

Phone: (02) 9682 0100

Email: [granville@hnh.org.au](mailto:granville@hnh.org.au)

College opening hours: Monday to Saturday,  
8.30am to 4.30pm.

Diploma of Business (BSB50215)

Nationally Registered Training Organisation | RTO ID: 90784

## Diploma of Business

BSB50215

Advance your business career



## About this Diploma

This course is for those students who are already working in the business leadership and management sector who wish to advance to a higher level. It is a nationally recognised diploma that will provide you with the skills and confidence to lead and manage teams. It allows you to develop a strong understanding of business operations and management.

Key elements of this course include\*:

- Managing meetings;
- Managing recruitment, selection and induction processes;
- Managing workforce planning;
- Managing programs that promote personal effectiveness; Implementing continuous improvement;
- Planning market research;
- Managing risk; and
- Managing personal work priorities and professional development.

*\* Please visit our website to view full course elements.*

## Why choose this course?

This course allows you to broaden and further develop your existing business skills, while providing you with new knowledge and qualifications to take the next few steps in your business career. Graduates will be qualified to apply for leadership and management positions.

“This college is very professional. The staff are friendly, knowledgeable and extremely helpful.”

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Matthew Waldron

*Former student, Diploma of Business  
BSB50215*

“Studying business with this college has been the best experience! The trainers are amazing.”

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Sarah Clark

*Former student, Diploma of Business  
BSB50215*

## What you'll receive

This course is made up of academic and practical components to provide you with the skills needed to take the next step in your business career. Students are required to complete eight elective units. These can be completed as Distance Learning (12 months) or as a Traineeship (18-24 months).

h&h Accredited Training offers weekday, weekend and evening classroom study options. Smart & Skilled Funding is available for eligible students (this training is subsidised by the NSW Government). Contact us to find out more.

