



DIPLOMA OF BUSINESS MANAGEMENT

SGA Subject*	Purpose Statement
Word Processing	This subject will provide the learner with the knowledge and skills to prepare and produce short routine letters, notes, memos and records using word processing software.
Produce Business Documents	This subject will provide the learner with the knowledge and skills to produce various business documents, including selecting and using a range of functions on a computer application.
Prepare Financial Documents	This subject will provide the learner with the knowledge and skills to process financial transactions including petty cash, invoicing and banking in a business environment.
Maintain Financial Records	This subject will provide the learner with the knowledge and skills to maintain financial records for a business, including maintaining daily financial records, reconciling debtors and creditor's systems and preparing a trial balance. It also includes monitoring cash control for accounting purposes.
Computerised Accounting	This subject uses a manual accounting system to enable the learner to competently provide and interpret reports of financial activity for business both in response to client requests and to meet statutory requirements. The learner is then required to establish and operate under supervision, a contemporary computerised accounting system to generate reports, interpret these, and provide concise financial recommendations.
Financial Management	This subject will provide the learner with the knowledge and skills to prepare and manage budgets/financial plans by operational/non-financial managers through communication and training and consistent surveillance over budget performance, with early intervention where required.
Workplace Communication	This subject will provide the learner with the knowledge and skills required to communicate in the workplace including gathering, conveying and receiving information and completing routine written correspondence, including specifying the outcomes required to plan, draft and review a basic document before writing the final version.
Research and Reporting	This subject will provide the learner with the knowledge and skills to gather, organise and present workplace information using available systems. It includes researching business information using Internet, intranet or extranet, and reporting on research outcomes.
Applied Business Communication	This subject specifies the outcomes required to plan documents, draft text, prepare final text and produce documents of some complexity, including the interpretation of a brief and evaluation of a range of options in order to write persuasive copy.
Workplace Safety	This unit will provide the learner with the knowledge and skills to demonstrate awareness of OHS responsibilities of employees (including those with supervisory responsibilities) to implement and monitor the organisation's Occupational Health and Safety policies, procedures and programs in a small team to meet legislative requirements.
Recruit, Select and Induct Staff	This subject will provide the learner with the knowledge and skills for selecting, recruiting and inducting staff. It ensures that managers engage in appropriate planning and that selection and induction leads to the recruitment and retention of high quality staff.
Contribute to Strategic Direction	This subject will provide the learner with the knowledge and skills necessary for involvement in the establishment of the strategic direction of the organisation, to both sustain competitive advantage and enhance global competitiveness. It requires analysis and interpretation of relevant markets, as well as capability assessment of the organisation and its existing and potential competitors and allies.



Management of Change	This subject will provide the learner with the knowledge and skills to contribute ideas for improved and innovative work practices and to support and promote the implementation of innovative work practices to effect change. Also to creatively ensure individuals, the team and the organisation gain from change, and that the customer benefits through improved products and services.
Ensure a Safe Workplace	This subject will provide the learner with the knowledge and skills to establish, maintain and evaluate the organisation's Occupational Health and Safety policies, procedures and programs in the relevant work area in accordance with OHS legal requirements.
Manage People Performance	This subject will provide the learner with the knowledge and skills to manage the performance of staff, develop key result areas and key performance indicators and standards, and deliver regular and timely coaching and feedback that provides the basis for performance management.

* Embedded within each subject is a cluster of endorsed national units of competency.