

VACC Business and Management

Diploma of Management (BSB51107)

The Government may provide you with \$4000 of incentives for this diploma

VACC is offering business owners and aspiring leaders within the automotive industry, the Diploma of Management. This is a government funded accredited course, delivered through Kangan Institute, and will give you the workplace skills you will need to shape the future of the automotive industry.

Business sustainability looks not only at the environmental issues of a growing business, but also at its human, financial and communal needs. It requires knowing how to drive all aspects of the business to produce the most cost effective solutions that deliver 'triple bottom line' results and have you lining up tomorrow and into the future for the next big race.

The answer for the small businesses that operate within the Australian automotive industry is the development of a sustainable business. Sustainability does not only mean being 'green'; it also means looking at how your business, or career, will survive and grow when faced with the challenges of the short and long term.

This course teaches you the basic principles. It discusses the business challenges you will face – the business decisions you will need to make – and how you can best make the decisions that position the business at the forefront of the automotive industry.

The Diploma of Management is offered as a rolling intake throughout the year, allowing you to begin your study at any time and complete workshops at your own pace with the proviso that there will be a second opportunity to attend a missed workshop and all workshops must be completed within one year from the date of enrolment.

To receive your diploma, you will have to fulfil two hurdle requirements. You are required to attend five interactive workshops and complete all the course assessments. Each workshop will be assessed separately with the following components:

- Workshop activities based on learning and applying business principles.
- A business project involving the application of these business principles to your daily duties in the workplace.
- Reporting on the workplace experience, outcomes, and lessons learnt as a result of the project.

Course Fees

For eligible participants who do not already hold a Diploma or higher level of qualification the business will receive \$4000 in government incentives while the full course cost is \$750.

For more information:

call 03 9829 1140

email info@vaccsdc.com.au or visit our website vaccsdc.com.au

Course Structure

Workshop 1 Planning and Projects

Participants will develop strategies to establish a resource base and use these resources to achieve the business plan. The workshop will discuss ways to ensure that human, financial, and fixed resources are effectively coordinated to produce the optimum outcomes for the business. Modules to be completed are:

BSBMGT515A Manage operational plan
AURC561614A Contribute to business improvements

Date **Monday 6 February 2012**
 Monday 2 July 2012

Workshop 2 Marketing and Sales

This workshop looks at how a well-developed marketing strategy makes selling easier and more successful. Practical promotional opportunities are examined and the optimum marketing mix is determined for each type of business within the automotive industry. Modules to be completed are:

BSBMKG501B Identify and evaluate marketing opportunities
BSBSLS501A Develop a sales plan

Date **Monday 5 March 2012**
 Monday 6 August 2012

Workshop 3 Team Performance

This workshop looks at better ways to blend the various skills of team members into practical applications aimed at delivering better business outcomes. It also discusses workplace safety and the importance of developing a team focus towards a safe and healthy workplace environment. Modules to be completed are:

BSBWOR502B Ensure team effectiveness
BSBOHS509A Ensure a safe workplace

Date **Monday 2 April 2012**
 Monday 3 September 2012

Workshop 4 Customer Satisfaction

The modern service business sees its customer base as one of its greatest assets, and seeks strategies to satisfy customer needs. This workshop will examine proven methods for ensuring your customers are lifelong members of your team. Module to be completed is:

BSBCUS501B Manage quality customer service

Date **Monday 7 May 2012**
 Monday 1 October 2012

Workshop 5 People Performance

This workshop investigates modern methods for supporting workers to achieve their maximum potential, and applies the concept of continuous improvement towards the overall growth of the business. Modules to be completed are:

BSBMGT516A Facilitate continuous improvement
BSBMGT502B Manage people performance

Date **Monday 4 June 2012**
 Monday 5 November 2012

All workshops delivered at:
VACC House,
Level 7, 464 St. Kilda Rd,
Melbourne, VIC, 3004
Time 9am – 4pm