



## Subject outline

### **DIPMB3 Business Management Skills**



# Subject outline

## SUBJECT OVERVIEW

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Business Management Skills (DIPMB3) is the third of three subjects in the FNS50322 Diploma of Finance and Mortgage Broking Management.

Business Management Skills (DIPMB3) provides students with an understanding of how to grow business, market and operate a business, together with how to manage people.

Upon successful completion of Industry Knowledge and the Lending Process (DIPMB1), Complex Lending and Broking (DIPMB2) and Business Management Skills (DIPMB3), students will receive the FNS50322 Diploma of Finance and Mortgage Broking Management qualification. Below is a table indicating the recommended study order for subjects in this course.

FNS50322 Diploma of Finance and Mortgage Broking Management			
<b>*IFP (Introductory subject - optional)</b>	<b>DIPMB1</b>	<b>DIPMB2</b>	<b>DIPMB3</b>
Introduction to Finance Principles	Industry Knowledge and the Lending Process	Complex Lending and Broking	Business Management Skills

Students who have previously completed the FNS40820 or FNS40821 Certificate IV in Finance and Mortgage Broking may enrol into the FNS50322 Diploma of Finance and Mortgage Broking Management, and the units of competency may be recognised through [credit transfer](#) as the first subject of the Diploma.

## LEARNING OUTCOMES

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On successful completion of this subject, students should be able to:

- Demonstrate self-management skills in building and maintaining a client base in the finance and mortgage broking industry.
- Develop professional business relationships.
- Apply the knowledge of business management to promote and develop a business.

## TOPICS

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### Business Management Skills

Topic 1: Business growth and marketing

Topic 2: Business operations

Topic 3: People management



## UNITS OF COMPETENCY

DIPMB3 Business Management Skills				
Code	Title	Core or Elective	Topic	Assessment(s)
FNSRSK511	Undertake risk identification	Core	2	Written assignment, Oral assignment and Exam
FNSPRM612	Improve business of financial practices	Elective	1 & 2	Written assignment, Oral assignment and Exam
FNSPRM613	Grow financial practices	Elective	1 & 2	Written assignment, Oral assignment and Exam
BSBLDR522	Manage people performance	Elective	3	Written assignment, Oral assignment and Exam
BSBTWK502	Manage team effectiveness	Elective	3	Written assignment, Oral assignment and Exam

The above five (5) units of competency are awarded for the successful completion of DIPMB3 Business Management Skills; one (1) core unit of competency and four (4) elective units of competency. These units of competency form part of the FNS50322 Diploma of Finance and Mortgage Broking Management.

**Note:** The assessment is listed by unit of competency, above. The assessments within the subject are combined covering multiple units of competency. Refer to 'Assessment tasks' for further information.

## SUBJECT ENTRY REQUIREMENTS

Kaplan Professional recommends that students who are new to industry (students with less than 6 months experience in the finance sector) complete the optional subject, Introduction to Finance Principles (IFP)\*.

Students who have previously completed FNS40820 or FNS40821 Certificate IV in Finance and Mortgage Broking may enrol into FNS50322 Diploma of Finance and Mortgage Broking Management and the units of competency may be recognised through [credit transfer](#) as the first subject of the Diploma; Industry Knowledge and the Lending Process (DIPMB1). These students would not be required to complete the optional introductory subject, Introduction to Finance Principles (IFP).

Individuals are required to be 18 years and over to enrol in this subject.

Individuals who are in Australia on a student visa are unable to enrol in this subject. If you are in Australia on a visa and wish to enrol, you need to check that you are enrolling in accordance with the study conditions of your visa.

## SUBJECT DURATION

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Students have a total of:

- 12 weeks to complete the learning and assessment requirements for the DIPMB3 Business Management Skills, from their initial enrolment date.
- An additional four (4) weeks resubmission time, which will be granted if all assessment tasks have been attempted and the student has been deemed 'not yet competent' in one or more tasks. This time can be used to resubmit a written and oral assignment or resit an exam. There is no fee for this extension.

Therefore, if a student completes the learning and assessment, and the resubmission time is granted, the duration will be 16 weeks.

Including all of the subjects in this qualification (IFP, DIPMB1, DIPMB2 and DIPMB3) the total duration for the FNS50322 Diploma of Finance and Mortgage Broking Management is 42 – 54 weeks.

The **amount of training** for this subject may be up to 10 hours per week. The amount of training is the hours a student can expect to spend engaged in structured learning or tutor-led activities.

The **assessment hours** for this subject may be up to 9 hours per week. These are the hours a student can expect engaging in assessment activities. In addition to the amount of training and assessment hours, students who are new to industry or vocational training could need up to 7 hours per week known as **unsupervised hours**. These additional hours are for study skills or further research. For example, a student not working in industry would need more time to review industry websites that are usually introduced in workplace compliance training. **Students working in industry may be able to complete the subject requirements in a shorter timeframe or less hours per week.**

If a student applies for extensions beyond the 16-week completion timeframe or is granted special consideration, and is enrolled in FNS50322 Diploma of Finance and Mortgage Broking Management the maximum period of time to complete the qualification is two years from the qualification activation date. If enrolling in single subjects with the intention of completing a qualification, the two-year timeframe is calculated from the initial activation date of the first subject.

Additional study-related fees apply to formal extensions and re-enrolments. Please refer to the Vocational Education Fees schedule: <[www.kaplanprofessional.edu.au/faqs/financial-services-fees](http://www.kaplanprofessional.edu.au/faqs/financial-services-fees)>.

Please also refer to our Vocational Education and Training (VET) Enrolment Terms and Conditions: <[www.kaplanprofessional.edu.au/terms-and-conditions](http://www.kaplanprofessional.edu.au/terms-and-conditions)> or our Student Handbook: <[www.kaplanprofessional.edu.au/current-students/vocational-education-student-handbook](http://www.kaplanprofessional.edu.au/current-students/vocational-education-student-handbook)> for important information on:

- subject activation and completion timeframes
- extensions
- subject re-enrolment.



## DELIVERY MODE

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This subject is delivered online and does **not** include hard copy notes.

Kaplan's online learning portal, KapLearn, enables the provision of innovative, interactive learning resources and support. KapLearn can be accessed anywhere, at any time, using a computer or mobile device that has internet access.

KapLearn is the access point for subject notes, supplementary learning material, practice activities and assessments. KapLearn is also the access point for ongoing support. The 'Ask your tutor' forum provides continuous technical support from subject matter experts.

## ASSESSMENT TASKS

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The assessment tasks for this subject are listed below. Units of competency are co-assessed by topic within subjects, as follows. The units of competency are co-assessed, as listed earlier in 'Units of competency'.

Topic	Assessment	Assessment Detail
Topics 1, 2 & 3	1 Exam	Supervised, open-book multiple-choice examination, four (4) attempts
Topics 1, 2 & 3	1 Written assignment	Completion of short-answer questions, case studies and validation reports to demonstrate the skills and knowledge for claims job roles, two (2) attempts.
Topics 1, 2 & 3	1 Oral assignment	Completion of oral response to questions, presentation(s) and role play(s) to demonstrate the skills and knowledge for claims job roles, two (2) attempts.

Students may attempt the exam and/or submit their Written assignment and/or Oral assignment at any time if they believe they are adequately prepared. Students will receive personal reminder emails as they approach their assessment deadlines.

Students must be deemed to be demonstrated in **all** assessment items, including demonstrating competency in **all** of the exam questions, in order to be awarded their units of competency.

Students who complete the subject will receive a Statement of Attainment.

## RECOGNITION OF PRIOR LEARNING

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Individuals may be able to obtain Recognition of Prior Learning (RPL) for a Kaplan Professional award subject based on their previous study and/or work experience. To do this, individuals must submit evidence that demonstrates they have already met the requirements of the subject through these other means.

Evidence can take many forms, such as information about approved study, information about work experience, certificates, transcripts or other credentials. To find out if you are eligible for RPL, refer to our Credit Transfer and RPL page: <[www.kaplanprofessional.edu.au/faqs/kaplans-exemptions-service](http://www.kaplanprofessional.edu.au/faqs/kaplans-exemptions-service)>.



## FEES

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An updated schedule of fees is available at the Kaplan Professional website:  
<[www.kaplanprofessional.edu.au/faqs/financial-services-fees](http://www.kaplanprofessional.edu.au/faqs/financial-services-fees)>.

## STUDENT POLICIES

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Students who enrol in a Kaplan subject are bound by our published policies, including the policy that sets out our rules for assessment. Students can review these policies before they enrol by going to the Kaplan website: <[www.kaplanprofessional.edu.au/vocational-education-student-policies-and-forms](http://www.kaplanprofessional.edu.au/vocational-education-student-policies-and-forms)>. The policies also assist students when their study program does not go as planned and they need extra support.