

PROFESSIONAL DIPLOMA IN BUSINESS MANAGEMENT

This programme is nationally accredited on the Fiji Qualification Framework (FQF) by the Fiji Higher Education Commission (FHEC). This FHEC accredited programme is also registered on the Pacific Register of Qualifications and Standards (PRQS).

DESCRIPTION

This program is designed for individuals who wish to develop their knowledge and competencies in order to become more valuable in their current positions or to gain promotion to work in supervisory and/or management positions across a range of business and organisational environments. Furthermore, this qualification equips graduates with a wide range of business careers or for further studies at USP. The programme comprises business skills, interpersonal and communication skills, critical problem solving skills, decision-making skills, ability to recognise ethical and cultural issues and to work independently and within a team environment.

CAREER ADVANCEMENT

Job roles and titles vary across different industry sectors. Possible career advancement relevant to this qualification includes but not limited to:

- Team Leaders
- Supervisors
- Departmental Managers
- Small Medium Business Managers

LENGTH OF PROGRAMME

Full Time	1 year
Part Time	1 and half years

ELIGIBILITY/ADMISSION REQUIREMENTS

To be admitted to this programme a person shall have:

- i. Five (5) or more years of work experience and pass in Senate recognized Form 6/Year 12 or equivalent with English and;
- ii. Support letter from employer stating work experience and responsibilities.

COURSE INFORMATION

This programme comprises of 6 courses which is made up of 4 core courses; CEB61, CEB62, CEB63, CEB64; and 2 courses to be selected from the 4 electives; CEB65, CEB66, CEB67 and CEB68.

Course Code	Course Title	Semester	Delivery Mode	Campus	Fees (FJD)
CEB61 Core	Business Ethics and Leadership	1	Blended	Laucala/Lautoka/Labasa	\$675
CEB62 Core	Strategic Planning and Risk Management	1	Blended	Laucala/Lautoka/Labasa	\$675
CEB63 Core	Total Quality and Change Management	2	Blended	Laucala/Lautoka/Labasa	\$675
CEB64 Core	Business Communication	2	Blended	Laucala/Lautoka/Labasa	\$675
CEB65 Elective	People Management	1	Blended	Laucala/Lautoka/Labasa	\$675
CEB66 Elective	Managing Projects	1 & 2	Blended	Laucala/Lautoka/Labasa	\$675

CEB67 Elective	Marketing and Sales Management	2	Blended	Laucala/Lautoka /Labasa	\$675
CEB68 Elective	Financial Management	2	Blended	Laucala/Lautoka /Labasa	\$675

ASSESSMENT

Assessment varies with each course which may include observations, question and answers, case studies, portfolios, work samples, assignments, written tasks, oral questioning, projects, training record books, practical demonstrations, and third party reports.

RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) takes into account the knowledge and skills you have already gained through your previous education and work. This may be through formal or informal training, paid or unpaid work experience, and can earn you credit if relevant to the courses of this programme. Student may apply for RPL with \$100 application fee when enrolling for the programme. Student is to pay full course fee for the courses that have been awarded with an RPL.

CREDIT TRANSFER

Do you already have a qualification, statements of attainment or academic statements for courses completed at another recognised institution? If yes, Pacific TAFE may award credit transfers after assessing: learning outcomes, content, credit points and assessment tools used; and ascertaining their relevance and appropriateness to this qualification. This one off absolute decision lies with Pacific TAFE. There is no cost for this arrangement.

EXIT POINTS

You may exit from this qualification and receive a Statement of Attainment for courses you have successfully completed.

LEARNING RESOURCES & SUPPORT SERVICES

Students are issued with learning materials and hand-outs relevant to each course. Some courses require the purchase of text books/manuals, these are available from the USP Book Centre and a copy is available from the University Library. Students will have full access to Library, counselling Programmes, ITS Labs, email access, learning support and Campus Life activities. Learning Support Team provides learning support via one-to-one consultation through an "open door" policy, Academic Skills Workshops and Industry Mentoring Programmes. Students can also access online learning support on "Moodle" which is USP's online learning management system.

USP'S OBLIGATIONS, STUDENTS' RIGHTS

The Student Grievance Policy and Procedures apply to all students of the University. The Student Grievance Policy provides the guiding principles for resolving student grievances, and appealing decisions about grievances. The Policy is accompanied by the Student Grievance Procedures (together referred to as the 'Student Grievance Policy and Procedures'). Students enrolled in a course will automatically become members of the USP Students' Association.

FOR MORE INFORMATION CONTACT:

Customer Service Centre

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