Good Afternoon

Currently you are enrolled in the Diploma of Management with Empower Institute. This qualification has now been superseded and if you wish to complete the qualification you must do so by 23 February, 2016. However, if you do not think this is possible then we would like to offer you the opportunity to transfer your enrolment to the Diploma of Business at no cost. The benefits of this are:

- You will have access to the learning materials for 18 months
- There is no cost for you to transfer your enrolment
- You will receive credit for the units you have completed to date
- There is an extensive calendar of interactive workshops and personal tuition available for you

The Diploma of Business structure is similar to the Diploma of Management. The courses highlighted in yellow below are the same courses as offered in the Diploma of Management.

**Course Structure**

To be awarded the Diploma of Business, eight (8) units must be successfully completed. The course is structured around three (3) stages of learning typically delivered over twelve months.

**Stage 1**
- BSBWOR501 Manage Personal Work Priorities and Professional Development
- BSBADM502 Manage Meetings
- BSBHRM513 Manage Workforce Planning

**Stage 2**
- BSBMKG502 Establish & Adjust the Marketing Mix
- BSBMKG501 Identify & Evaluate Marketing Opportunities
- BSBMGT517 Manage Operational Plan

**Stage 3**
- BSBPMG522 Undertake Project Work
- BSBRSK501 Manage Risk

To reenrol from the Diploma of Management to the Diploma of Business, simply reply to this email by Friday December 4, 2015 saying you would like to reenrol and we will take care of the rest.

Kind regards,
John