BSB50120

Diploma of Business

COURSE DURATION: Domestic Students: self-paced up to 12 months
International: 52 weeks (4 terms including term breaks)

Descriptor

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have frontline management accountabilities.

Individuals in these roles carry out moderately complex tasks in a specialist field of expertise that requires business operations skills. They may possess substantial experience in a range of settings, but seek to further develop their skills across a wide range of business functions.

Possible Job Titles

- Administration Manager
- Business Development Manager
- Office Manager
- Project Coordinator
- Team Leader
- Customer Service Manager
- Records Manager
- Executive Officer

Assessment

Assessment for this qualification is by written reports, case studies, role plays, written assessments.

Mode of delivery

DOMESTIC STUDENTS

This course is delivered to domestic students via online/distance education and/or on-the-job. This training is subsidised by the NSW Government for students who meet the Eligibility conditions that apply. Check Eligibility Criteria on website.

INTERNATIONAL STUDENTS

This course is delivered to international students @ 20 hours per week for 4 terms of 10 weeks each. Additional study is required to complete unsupervised, independent work in your own time.

Entry Requirements

- Must be at least 18 years of age at course commencement
- International students must demonstrate they hold:
  - an IELTS minimum overall band score of 6.0 or equivalent English Language test score
  - an approved student visa and study according to their visa conditions

UNITS OF COMPETENCY:

CORE UNITS

- BSBCRT511 Develop critical thinking in others
- BSBFIN501 Manage budgets and financial plans
- BSBOPS501 Manage business resources
- BSBSUS511 Develop workplace policies and procedures for sustainability
- BSBXCM501 Lead communication in the workplace

ELECTIVE UNITS

- BSBHRM526 Manage payroll
- BSBOPS502 Manage business operational plans
- BSBOPS503 Develop administrative systems
- BSBPMG430 Undertake project work
- BSBSTR503 Develop organisational policy
- BSBTWK503 Manage meetings
- BSBOPS504 Manage business risk

Australian Qualifications Framework

RTO ID 90668 CRICOS Provider No.: 02214C

Recognition of Prior Learning/Credit Transfer

Recognition of Prior Learning (RPL) is available to all students applying for this qualification. Conditions apply. RPL is the recognition of your current skills and knowledge acquired through prior learning from other training, work or life experience. Credit Transfer means we provide exemptions for any previously accredited qualifications or units of competency completed at another college.

International students are advised that their student visa duration may be impacted if applying for and granted RPL.

Target Groups

Students with substantial experience in a business environment or those wishing to develop such skills to increase their job opportunities.

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