

BSB50120 Diploma of Business (Release 1)

CRICOS Code: 107152F

Introduction

This qualification would apply to individuals with various job titles including executive officers, program consultants and program coordinators.

Individuals in these roles may possess substantial experience in a range of setting but seek to further develop their skills across a wide range of business functions.

Conversely, it may also apply to those with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to develop in order to create further educational and employment opportunities.

Qualification Rules

As part of the Australian Qualifications Framework this program is nationally recognised. Graduates will be awarded the BSB50120 Diploma of Business (Operations) A statement of attainment will be awarded to those who do not complete all units. Participants must complete eight (12) units of competency in accordance with the guidelines published in the BSB Business Services Training Package Qualification Rules which requires:

- **5 core units and 7 elective units**
- Total: **12 units**

Core units (5)

- BSBCRT511 Develop critical thinking in others (Release 1)
- BSBFIN501 Manage budgets and financial plans (Release 1)
- BSBOPS501 Manage business resources (Release 1)
- BSBSUS511 Develop workplace policies and procedures for sustainability (Release 1)
- BSBXCM501 Lead communication in the workplace (Release 3)

Elective units (7)

- BSBFIN601 Manage organisational finances (Release 1)
- BSBOPS502 Manage business operational plans (Release 1)
- BSBHRM525 Manage recruitment and onboarding (Release 1)
- BSBOPS504 Manage business risk (Release 1)
- BSBOPS601 Develop and implement business plans (Release 1)
- BSBPMG430 Undertake project work (Release 1)
- BSBTWK503 Manage meetings (Release 1)

Course Duration / Delivery Method

This program is delivered over 43 weeks which includes orientation, public and term break holidays. Set assessment tasks may sometimes need to be completed outside of class times. Trainers will provide any additional learning materials where gaps are identified in either a participant's underpinning knowledge or the training resources.

All students must attend a minimum of 20 class contact hours per week.

International Student Entry Requirements

- Language, literacy and numeracy test required as condition of enrolment
- Completion of Year 12 / SACE 2 / HSC or equivalent
- Minimum IELTS 5.5 (overall) or equivalent

Tuition Fee

- AUD \$16,000 (International Students)

Enrolment Fee (non-refundable):

- AUD \$ 250

Intake

February, April, July, October

Assessment Methods

Participants will be provided with a timetable at the commencement of the course which will detail the assessment submission deadlines. As the course is competency-based, assessments are provided throughout the course and participants must achieve competency in each assessment. If competency cannot be achieved, a further training need may be identified and addressed accordingly.

A variety of methods will be used to assess the competency of participants, including:

- Case studies
- Projects (simulated work environment)
- Assignments
- Observation
- Presentations
- Role plays
- Questions/activities

Delivery mode

- Classroom
- Online

Training Pathways

On successful completion of the BSB50120 Diploma of Business qualification students may choose to enrol in the BSB60420 Advanced Diploma of Leadership and Management at IAA or take advantage of the credit transfer arrangements available with the University of South Australia and other universities in South Australia.

For more details about our articulation pathways, refer to the IAA Student Handbook.

Employment Pathways

Participants who complete this qualification may be able to gain positions in a range of different and interesting roles including: Executive Officer, Program Consultant, Program Coordinator, Office Manager, and/or Business Executive.