

BSB50120 DIPLOMA OF BUSINESS



OVERVIEW

Nationally Recognised: Yes
Number of units: 12
Qualification Code: BSB50120

This program is aimed at individuals seeking to develop their skills across a range of business functions. The Diploma of Business can be used to compliment other qualifications to provide employer confidence that the candidate can work effectively within a business environment. The Diploma is highly recommended for those working within a business role seeking to formalise their skills.

What skills are you going to get out of this?

Communication

Problem-solving

Teamwork

Initiative and enterprise

Learning

Self-management

Technology

Planning and organising

Entry Requirements

There are no formal entry requirements. Students should have good written and verbal communication skills. Students are required to have access to a workplace, this may include a previous workplace, but an understanding of the work environment is required.

Time Investment

The amount of effort and time required for this qualification is based upon your existing skills and experience. It is suggested that the course takes approximately 1200 hours of learning. However we find that due to our learner profile and the methods by which our programs are structured this is rarely the case. We provide students with the ability to complete the Diploma of Business over a one year period; however we find that the average time is between 6 and 12 months.

Delivery Methods

The Diploma of Business BSB50120 is delivered nationally in these two methods:

Online

The course is available fully online and is designed to be engaging and interactive. It is self paced and you can commence and make progress at any time. Upon enrolment you will be assigned a training consultant who you can contact via phone or email to assist with your studies.

Students have **12 - 18 months** to complete this qualification dependent on their online study package chosen.

RPL

Already have experience in Leadership & Management and just want to get accredited? Students may be able to use their previous or current work experience to gain this qualification.

The assigned training consultant will use a variety of techniques to assist RPL candidates to compile evidence of the performance criteria. This includes interview-style questions, case studies and emails from supervisors or external parties.

Student Support

Regardless of the chosen study method, all of our students at Scope Training are assigned to a staff member for ongoing support via phone, email or (if available) face to face meetings as required through to completion of their qualification. We encourage students to maintain regular contact with their training consultant to get the most out of their studies.

Benefits

Upon successful completion of 12 chosen units, participants will be awarded the Diploma of Business BSB50120. The Diploma of Business is highly regarded as the industry standard in the recognition of executive officers, program consultants and program developers. Participants will undertake learnings to sharpen their skills (as per key skills section) as well as the opportunity to apply business skills and concepts to work-based situations. This will provide participants with the skills they need to work effectively within the business environment as well as the confidence to apply them in a practical setting.

Employment opportunities

The Diploma of Business opens pathways by validating to employers that graduates have practically demonstrated the skills and knowledge to work effectively within a business environment. This qualification is relevant for employment in practically any industry. Furthermore a qualification from Scope Training advocates that the learner has demonstrated the ability to apply these skills in a work context, reassuring employers of job-readiness.

Job Roles include: Business Manager, Executive Officer, Program Coordinator, Supervisor, Area Manager

Education Pathways

After successful completion of the Diploma of Business further educational pathways include *Diploma of Leadership and Management* and *Diploma of Project Management* as well as opening the door to many other qualifications.

Not ready to commit to a full qualification? Ask us about our short courses to help develop your Business skills.

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Aspiring Supervisor

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Units

The Diploma of Business BSB50120 requires the completion of 12 units. The following are those selected by Scope Training in consultation with industry.

Alternative units may be selected, please contact our friendly team to discuss.

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

BSBXC501 Lead communication in the workplace

ELECTIVE UNITS

BSBOPS502 Manage business operational plans

BSBPMG530 Manage project scope

BSBLDR521 Lead the development of diverse workforces

BSBLDR523 Lead and manage effective workplace relationships

BSBTWK502 Manage team effectiveness

BSBPEF401 Manage personal health and wellbeing

BSBPEF502 Develop and use emotional intelligence

For a breakdown on each unit focus and description, head to training.gov.au

