

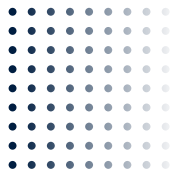


BSB50120 Diploma of Business

Business skills are required for all industry types and are easily transferable. This qualification will enhance current skills and knowledge and lift the culture within any business.

Who is the course for?

Participants must be employed in a suitable business before commencing this course. This qualification is suitable for those currently working within a Business environment who would like to broaden their skills and knowledge across a broad range of contexts, such as Leadership, Writing Skills and Finance to name a few.



Course Overview

- Blended workplace and online learning
- Delivered over 12-18 months
- Online learning resources available 24/7
- Monthly electronic contact with a trainer i.e. zoom, phone, email
- Monthly trainer support class via zoom
- Quarterly face to face workplace visits (2-4 hrs)
- Dedicated trainer with 1-1 support (if required)
- 6-monthly group catch up sessions via zoom
- Assessments consists of a combination:
 - Multiple choice quizzes
 - Short answer assessments
 - Case studies
 - Observation practical assessments
 - Workplace projects





Course Outline

The BSB50120 Diploma of Business includes training and assessment in the following units of competence:

Code	Title	Unit Type
BSBCRT511	Develop critical thinking in others	Core
BSBXCM501	Lead communication in the workplace	Core
BSBFIN501	Manage budgets and financial plans	Core
BSBSUS511	Develop workplace policies and procedures for sustainability	Core
BSBOPS501	Manage business resources	Core
BSBTWK502	Manage team effectiveness	Elective
BSBTWK503	Manage meetings	Elective
BSBPEF501	Manage personal and professional development	Elective
BSBLDR522	Manage people performance	Elective
BSBLDR523	Lead and manage effective workplace relationships	Elective
BSBOPS502	Manage business operational plans	Elective
BSBBEF502	Develop and use emotional intelligence	Elective

Application

Suitable for individuals who want to build on existing knowledge and gain broad understanding of a wide range of business functions in order to carry out moderately complex tasks in a specialist field. May be delivered as a traineeship.

Fees: please refer to itfe.edu.au



RT0# 6372
CRICOS Code: 02737J

05.2023

Contact us for more information
1300 659 557 • itfe.edu.au