BSB50120
Diploma of Business

Business management skills require constant development to meet the changing landscapes of businesses, the workforce and the heightened levels of responsibility when moving into different roles. The Diploma of Business will aid in driving organisational success through increasing effectiveness in in communication, team productivity, strategic thinking, and implementation.

This program achieves this by concentrating on 5 core themes in business environments:

- Leading self
- Business communication
- Continuous Improvement
- Leading team effectiveness
- Resource management

Through completing this program, you will further your existing business skills to better meet the challenges of your role and business.

Course Overview

- On-the-job training under supervision of employer (Traineeship only)
- Regular engagement with the trainer
- Online learning materials complemented by Monthly workshops
- Coaching and support available
- Delivered over 12-18 months

Delivery Options

- On-line classes
- F2F Classes
- Hybrid model of online and classroom
- Traineeship
- Public and Business courses available

Accreditation

This course is nationally accredited as BSB50120 Diploma of Business.
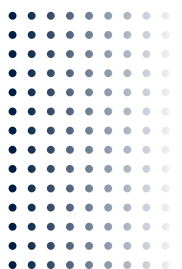
Course Outline

The BSB50120 Diploma of Business includes training and assessment in the following Units of Competency:

Code	Title	Unit Type
BSBPEF502	Develop and use emotional intelligence	Group C Elective
BSBCRT511	Develop critical thinking in others	Core
BSBTWK502	Manage team effectiveness	Group B Elective
BSBLDR522	Manage people performance	Group B Elective
BSBLDR523	Lead and manage effective workplace relationships	Group B Elective
BSBXCM501	Lead communication in the workplace	Core
BSBHRM525	Manage recruitment and onboarding	Group A Elective
BSBXCS402	Promote workplace cyber security awareness and best practices	Group F Elective
BSBOPS501	Manage business resources	Core
BSBFIN501	Manage budgets and financial plans	Core
BSBSUS511	Develop workplace policies and procedures for sustainability	Core
BSBOPS502	Manage business operational plans	Group A Elective

Who is the course for?

This qualification is suited to individuals who are currently working within a business environment. You have a sound understanding of business concepts, are responsible for making decisions at a managerial level, manage team members and have access to financial reports and operational plans.

Employers can incorporate this program for various purposes such as supporting succession planning and upskilling staff into new roles. It can also be used to increase employee engagement and alignment by providing a robust platform to understand various functions of the business.

Application

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

Fees: please refer to itfe.edu.au

NATIONALLY RECOGNISED TRAINING

RTO# 6372
CRICOS Code: 02737J

Contact us for more information
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