



## 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 communication, team productivity, strategic thinking, and implementation.

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

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

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

### Delivery Options

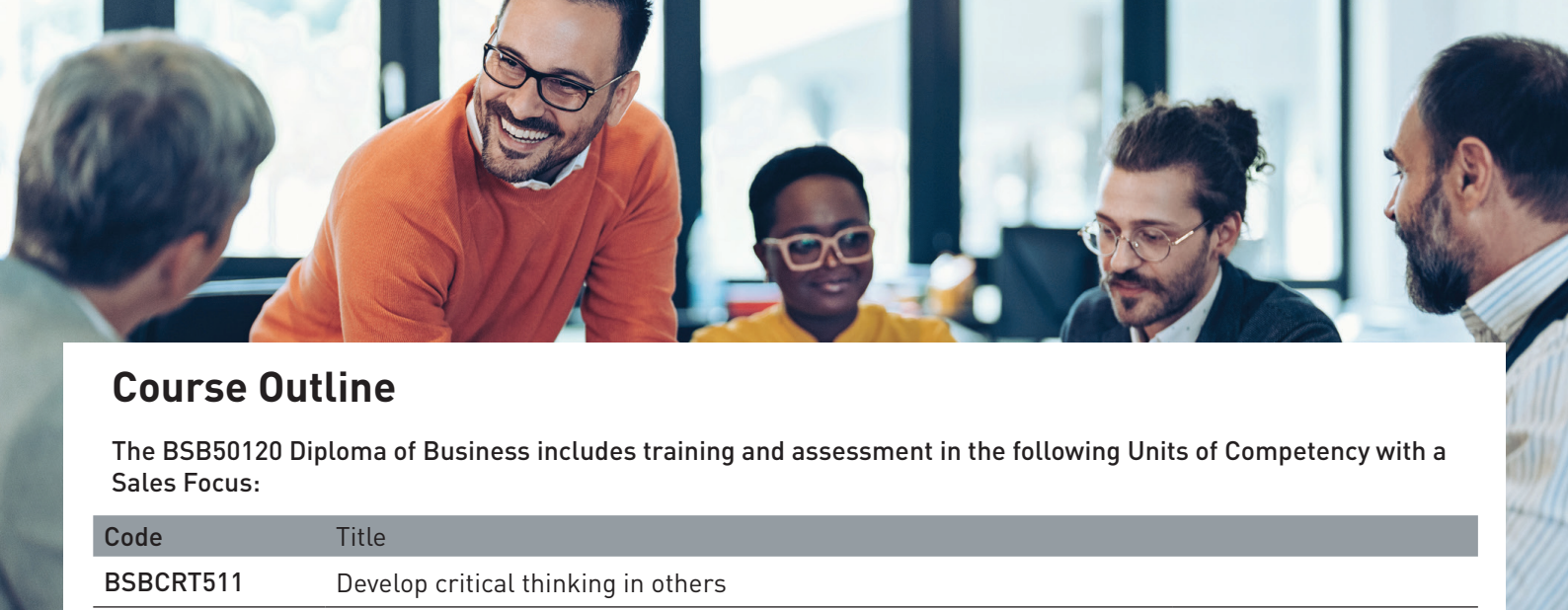
- Delivered over 12 months
- On-line classes
- F2F Classes
- Hybrid model of online and classroom
- Traineeship
- Public and Business courses available

### 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.

Fees: please refer to [itfe.edu.au](http://itfe.edu.au)



## Course Outline

The BSB50120 Diploma of Business includes training and assessment in the following Units of Competency with a Sales Focus:

Code	Title
BSBCRT511	Develop critical thinking in others
BSBOPS501	Manage business resources
BSBFIN501	Manage budgets and financial plans
BSBXCS402	Promote workplace cyber security awareness and best practices
BSBSUS511	Develop workplace policies and procedures for sustainability
BSBLDR523	Lead and manage effective workplace relationships
BSBLDR522	Manage people performance
BSBOPS502	Manage business operational plans
BSBPEF502	Develop and use emotional intelligence
BSBHRM525	Manage recruitment and onboarding
BSBXC501	Lead communication in the workplace
BSBTWK502	Manage team effectiveness

## 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.

## Accreditation

This course is nationally accredited as BSB50120 Diploma of Business.

## Entry Requirements

iTFE accepts applications from domestic students. Training and assessment are conducted in English, and some assessment tasks are completed using a computer and the internet.

Standard applicants must complete the following to determine suitability:

- Pre-training Review (PTR)
- Literacy and numeracy Quiz and digital capability questions.

## Assessment

Assessments consist of a combination:

- Short Answer Questions
- Case Studies
- Project
- Skills Observation/Demonstration

iTFE encourages First Nation Peoples and persons with a disability to apply.



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TRAINING

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Contact us for more information

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