

## **BSB50120 Diploma of Business**

**(CRICOS Code: 108228E)**

### **(International Students)**



### **Course Description**

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have frontline management accountabilities.

Individuals in these roles carry out moderately complex tasks in a specialist field of expertise that requires business operations skills. They may possess substantial experience in a range of settings, but seek to further develop their skills across a wide range of business functions.

### **Duration**

52 Weeks (40 weeks of tuition and a maximum of 12 weeks holiday breaks)

### **Pathways**

*Pathways into the qualification*

Preferred pathways for candidates considering this qualification include:

BSB40120 Certificate IV in Business or other relevant qualification

OR

with vocational experience in a range of work environments in senior support roles but without a qualification.

*Pathways from the qualification*

BSB60120 Advanced Diploma of Business or a range of other Advanced Diploma qualifications.

## Employment Opportunities

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- executive officer
- program consultant
- program coordinator.

## Mode of Study

The mode of study includes:

- Online training and face-to-face classroom-based training (Blended delivery)

## Assessment Methods

Assessment methods include written work, projects, observations and case studies.

## Recognition of Prior Learning (RPL) and Credit Transfer

A learner may be able to apply for RPL if they have gained competency from work, other programs, courses, life experience or training provided at work that is relevant to the course. The College recognises the AQF qualifications and statements of attainment issued by other registered training organisations.

## Entry Requirements

- 18 years or older
- Satisfactorily completed year 12 or equivalent
- IELTS 6.0 or equivalent
- Basic computer skills are required, however, adequate student support is available when needed.
- Access to a computer, tablet or mobile phone, and the Internet.

Applicants with no formal qualifications and who are commencing within or have experience within a relevant business industry may also be considered for entry into the Course.

## Course Contents/ Units of Competency

### 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
BSBXCM501	Lead communication in the workplace

### ELECTIVE UNITS

BSBHRM525	Manage recruitment and onboarding
BSBINS601	Manage knowledge and information
BSBLDR523	Lead and manage effective workplace relationships
BSBMKG541	Identify and evaluate marketing opportunities
BSBOPS504	Manage business risk
BSBPMG430	Undertake project work
BSBTWK503	Manage meetings

\*Elective units have been selected by the College in consultation with industry experts.



Training Product Status	Current
Training Product Release Date	19 October 2020

## Campus Location

Level 9, 310 King Street, Melbourne Victoria 3000

## How to Apply

Complete an Application Form and submit it to the College. Form available on <https://www.einsteincollege.vic.edu.au/student-app-form>

## Important Information

**Intake Dates:** Weekly enrolment

**Fees & Charges:** Please check on <https://www.einsteincollege.vic.edu.au/pdfs/International-Students-Tuition-Fee-Schedule.pdf>

**Policies & Procedures (Including Refunds):**  
<https://www.einsteincollege.vic.edu.au/policies>

**For further information such as student support services and other information regarding the College, please visit:**

**[www.einsteincollege.vic.edu.au](http://www.einsteincollege.vic.edu.au)**

## **Contact Us**

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