

RTO No: 40697 CRICOS No 03634G

## BSB50120 Diploma of Business

CRICOS COURSE CODE 105680J

### 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.

### Target market

The target market for this course is international students who possess an appropriate visa that allows them to study at an Australian CRICOS registered provider.

International students who have successfully completed the BSB40120 Certificate IV in Business at an Australian Registered Training Organisation.

Applicants may possess little or no vocational experience. Applicants may possess little theoretical business skills and knowledge that they would like to develop in order to access further educational and employment opportunities in a range of business functions. Examples of job roles may include executive officers, program consultants and program coordinators.

### Course structure

Students are required to complete 12 units. This comprises 5 core and 7 elective units

#### 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

BSBTWK503	Manage meetings
BSBOPS504	Manage business risk
BSBHRM525	Manage recruitment and onboarding
BSBLDR601	Lead and manage organisational change
BSBPEF502	Develop and use emotional intelligence
BSBMKG541	Identify and evaluate marketing opportunities
BSBTWK401	Build and maintain business relationships



NATIONALLY RECOGNISED  
TRAINING

**Course currency status:** Current

### Location

Training and assessment will take place at the Joan Lawman College Mezzanine, 58 Franklin Street, Melbourne, Victoria Australia 3000

### Course Start Dates

Monthly

### Qualification

Upon successful completion of 12 units of competency, the participant will be issued a Nationally Recognised

BSB50120 Diploma of Business. Where a participant successfully completes some but not all of the units of competency in the course they will be issued a Statement of Attainment indicating the units they have successfully completed.

### **Delivery Method**

The course is delivered via face to face training and independent study. The following techniques are employed during face to face delivery depending on the subject matter: trainer demonstrations, power point presentations, individual tasks, case studies, research, role plays, practical demonstrations and group work. The context of the simulated workplace environment will be incorporated into delivery methodologies and students' complete tasks to workplace standards. Students also undertake independent study and assessment activities in addition to scheduled classes. Examples of activities include undertaking homework set by trainers, research, reading, practicing applying knowledge and skills learnt in class, and preparing for and undertaking out of class assessment tasks.

### **Assessment Method**

Assessment methods used include knowledge questions, reports, case studies, research activities and practical demonstrations/ observations. Methods also include simulated workplace environments whereby workplace environments and conditions are simulated and student student's complete tasks to workplace standards.

### **Course Duration**

This course is delivered over 52 weeks including holidays. This includes 40 weeks of term time and 12 weeks' holiday. Term time consists of four 10-week terms. Holiday periods include three 3-week term holidays and a 3-week Christmas holiday. During term time students attend scheduled face to face classes for 20 hours per week. Classes are scheduled for 2.5 days per week. Students will be required to undertake additional independent study, homework and assessment activities completed outside of the classroom for approximately 12 hours per week. Total study commitment per week is 32 hours. Total course study commitment is 32 hours x 40 weeks term time = 1,280 hours.

### **Entry requirements**

Students must be over 18 years of age at the time of course commencement.

Students must secure an appropriate visa that allows them to study in an Australian Registered Training organisation prior to course commencement.

### **Academic entry requirements**

To gain entry to this course, students should have successfully completed year 12 or secondary studies in applicant's home country equivalent to an Australian Year 11\* or 12 qualifications. (\*Subject to the country Assessment Level) and course.

### **English Language entry requirements**

International Students applying for this qualification must have a minimum English language proficiency of IELTS 6 (overall band) or an equivalent exam result recognised by the Department of Home Affairs (DHA). Students may undertake the College English Test to demonstrate their English language proficiency. This can be arranged by contacting [info@jlc.edu.au](mailto:info@jlc.edu.au).

### **Pre-Training Review and LLN Test**

To ensure applicants are placed in a suitable course with an appropriate training and assessment strategy, we review applicants existing knowledge, skills, experience and qualifications. Applicants LLN ability is assessed in conjunction with their knowledge, skills, experience and qualifications in accordance with this Training and assessment strategy.

Each applicant will complete a Pre-training review form and Language literacy and numeracy test during the application process. On completion of the application process Joan Lawman College will then review this information and respond to you with the outcome of the review

The Language, Literacy and Numeracy skills that students must demonstrate during the application process to gain entry to this course are:

Reading: ACSF level 3    Writing: ACSF level 3    Numeracy: ACSF level 3

### **Recognition of Prior Learning (RPL)**

Recognition of Prior Learning is the process of formal recognition for skills and knowledge gained through previous learning. You may be eligible for recognition of prior learning for part or all of your intended course, based on your previous experiences and learning.

### **Credit Transfer**

You may be eligible for a credit transfer if you have previously undertaken training through an Australian Registered Training Organisation. Students who have successfully completed whole units of competency with an Australian Registered Training Organisation that are identical to any of those contained within this course can apply for Credit

Transfer.

### **Training Pathway**

On successful completion of this course students may progress onto the BSB60120 Advanced Diploma of Business or related courses.

### **Employment Pathway**

This qualification may provide entry into employment as an executive officer, program consultant, program coordinator.

**Tuition fee** - \$10,000

**Enrolment Fee:** \$500

**Payment** – On enrolment \$2500 is payable of which \$500 is a non-refundable enrolment fee. The balance of the course fee is paid in equal instalments prior to the commencement of terms 2, 3 and 4.

**Recognition of prior learning fee** - \$500 per unit of competence. All fees indicated are in Australian dollars.

### **Further information**

Please contact the Training Manager on 61 3 8669 1438 or by e-mail at [info@jlc.edu.au](mailto:info@jlc.edu.au) or visit the campus at Mezzanine, 58 Franklin Street, Melbourne, Victoria 3000.