

## Diploma of Business BSB50120



This qualification will be suitable for individuals with various job titles including executive officers, program consultants and program coordinators. The individuals in such positions may possess substantial experience in a variety of settings but seek to further develop their skills across a wide range of business functions.

On the other hand, it is also suitable for those individuals who are with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to develop in order to create further educational and employment opportunities.

**Common positions that may be suited with this qualification are:**

- < **Supervisor**
- < **Manager**

### COURSE REQUIREMENTS:

#### DOMESTIC STUDENTS

Training and assessments are conducted in English. A pre training intake interview will be conducted and each learner will undertake a Language, Literacy and Numeracy Assessment.

There are no pre-requisites or any other training package entry requirement to enrol in this course.

#### INTERNATIONAL

English requirements:

- must have an IELTS score of 5.5 or
- must have a TOEFL iBT score of 46 or
- must have a PTE Academic score of 42 or
- must have a Cambridge English Advanced (CAE) score of 162 or
- must have an OET score of B for each component
- Completed year 11 or equivalent

### TRAINING DELIVERY:

Classroom delivery: Face to face training and Practical Placement.

Please note that the assessment methods for this course includes Theory component and mandatory practical placement component of 120 hours. You must complete placement hours to be able to achieve the competency in the units and successfully complete the course

Virtual Classroom Delivery: Theory delivery via zoom & Face to Face practicals as required in the qualification

### DURATION:

- Domestic: 52 weeks
- International: 52 weeks

**Domestic students:** ☐ 13 13 89

**International students:** ☐ +61 3 9450 0500

Please see over for Units of Study

# Units of Study



## Units of study

Students will need to complete 12 Units of Competency, consisting of 5 core and 7 Electives.

*(NB: Elective units will be selected for delivery by ETEA and are subject to change to meet client and industry requirements)*

CORE	
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
ELECTIVES	
BSBOPS601	Develop and Implement business plans
BSBOPS502	Manage business operational plans
BSBOPS503	Develop administrative systems
BSBOPS504	Manage business risks
BSBLDR522	Manage people performance
BSBWHS521	Ensure a safe workplace for a work area
BSBSTR601	Manage innovation and continuous improvement

## RECOGNITION OF PRIOR LEARNING AND/OR CREDIT TRANSFER

You can apply to recognise your prior learning, work experience and course work towards this qualification.

Detailed information is available on the ETEA website [www.etea.edu.au](http://www.etea.edu.au)

## FURTHER INFORMATION

For further information, including student pre-engagement information, entry requirements, course duration, assessment methods, how to enrol, RPL, Credit Transfer, pathways etc. please visit our website at [www.etea.edu.au](http://www.etea.edu.au)

## GOVERNMENT FUNDING:

You may be able to access government funding if you meet the eligibility criteria.

To check if you are eligible visit [www.etea.edu.au](http://www.etea.edu.au)



**FURTHER INFORMATION**  
Visit our website or contact your  
closest office for further information.

[www.etea.edu.au](http://www.etea.edu.au)



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