



## BSB50120 Diploma of Business (Leadership)

### Overview:

This nationally accredited Diploma of Business (BSB50120) qualification applies to individuals who are currently working in the industry and may possess substantial experience in a range of settings but are looking to further develop their skills across a wide range of business functions. Job titles relevant to this course may include:

- Office manager
- Office administrator
- Project assistant
- Team leader
- Business Owner

### Pre-requisites:

Students enrolling in the Diploma of Business qualification must have assumed knowledge of standard business practices, either from completion of other relevant business qualifications (e.g. Certificate III or Certificate IV in Business) or from current or past experience in the business industry.

Participants must also have basic computer skills and access to a reliable computer with internet, email access and access to Microsoft Word and Microsoft Excel software.

As some assessments require an audio/visual submission, participants must also be able to record themselves using a method where they can be seen and heard clearly (e.g. mobile phone, computer/laptop with webcam etc.).

Some assessments in this course will require the student to interact with other participants who will perform a specific role in the student's assessment. These participants can be co-workers, family or friends. Please contact us if you require clarification.

### Units of Competency:

On successful completion participants will be issued with a certificate with the following 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:

BSBOPS503 Develop administrative systems  
BSBPMG430 Undertake project work  
BSBTWK503 Manage meetings  
BSBLDR522 Manage people performance  
BSBLDR523 Lead and manage effective workplace relationships  
BSBPPEF501 Manage personal and professional development  
BSBTWK502 Manage team effectiveness

**Delivery method:**

Online/self-paced with 12 months from date of enrolment to complete the course. We recommend 18-25 hours of study per week (depending on your individual skillset and previous experience) to be on track for completion within 12 months.

Support for this online training is done via email with an assessor.

You will have access to all your learning resources and assessments via your online portal and can start your online training as soon as you complete payment for the course. Students have the opportunity to accelerate their learning by dedicating more than the recommended hours of study per week to this course to finish sooner than the 12-month timeframe.

Some 'units' of the Diploma will have a learner guide, whilst other units will have a study guide attached to it, which provides useful links as well as helpful eBooks/textbooks that may be purchased for an additional fee. Students are required to conduct their own research via these links in the study guide, the textbooks/ebooks (if you choose to purchase these) and search engines such as google to complete assessments.

Group bookings available (classroom) – contact us for more information.

**Fees and charges:**

\$1,499

Fees include all assessments (please note that optional textbooks/eBooks may be purchased for an additional fee – but are not a requirement of the course).

Group bookings - please contact us for pricing

**Option 2** Recognition of prior learning: \$4,000

**More information:****Refund, Cancellation and Transfer Policy**

Please take the time to familiarise yourself with our refund and cancellation policy on page 8 & 9 of our Student Handbook <https://atiaustralia.edu.au/student-handbook>. This handbook also includes more details on training and support services, as well as our terms and conditions. **Note for international students – we are not CRICOS registered, please check your visa requirements for enrolment. We cannot accept international students who are on a student visa if your visa specifies that you must study with a CRICOS provider.**