



Australian Training Institute

(RTO # 30200)

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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. Mobile phones and tablets cannot be used to complete the assessment documents. 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
BSBXC501 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
BSBPEF501 Manage personal and professional development
BSBTWK502 Manage team effectiveness

Delivery method:

Online/self-paced with 12 months to complete. This course could be completed with 30 - 35 hours of study per unit, depending on the individual student and their personal circumstances and other commitments.

Support for this online training is done via email with an assessor. You can start your online training as soon as you complete payment for the course. You will have access to all your learning resources and assessments via your online portal and can complete the course at your own pace, so you have the opportunity to accelerate your learning and finish this course as quickly as you like!

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:

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).

\$1,499

Group bookings - please contact us for pricing

Payment Plan

A Zip payment plan is available for this course.



If you have a zip account and wish to set up a payment plan, please contact us on 07 3269 5005 and we will be happy to assist you.

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



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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.**