



BSB50120 Diploma of Business

The BSB50120 Diploma of Business is a fulltime course which requires 3 days of class attendance over 35 weeks (excluding holidays). Additional home based study will be required. This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have frontline management accountabilities.

ENTRY REQUIREMENTS

The BSB50120 Diploma of Business packaging rules state that there are no entry requirements into the qualification. Australian Careers Business College (ACBC) requires students to have completed year 11 of the NSW Higher School Certificate or its equivalent. Mature age students will also be accepted, pending assessment of ability to engage in the course and the successful completion of an LLN test.

QUALIFICATION

Graduates completing all components of the course and demonstrating competence in all units will be awarded a nationally recognised BSB50120 Diploma of Business. A nationally recognised Statement of Attainment will be issued where a student has withdrawn but has successfully completed part of the qualification or completes the course but does not demonstrate competency in all units.

CAREER OPPORTUNITIES

On successful completion of this course and with suitable experience, graduates have opportunities for employment in job roles such as Manager, Office Manager and Administration Manager.

CREDIT TRANSFER (CT)

ACBC recognises and grants credit transfer for nationally recognised units of competency issued by other RTOs. Full details of the application process can be obtained from ACBC's Student Services Team.

RECOGNITION OF PRIOR LEARNING (RPL)

Recognition of prior learning acknowledges skills, knowledge and competencies obtained through:

- Formal training /study
- Work experience
- Life experience

Students are eligible to apply for RPL and an administration fee of \$750 per unit of competency applies depending on the evidence supplied by students seeking RPL. Full details of the application process can be obtained from the college's Student Services.

LANGUAGE LITERACY AND NUMERACY (LLN)

Students enrolling into this qualification will undertake an LLN test to determine the student's ability to engage in the course.

MODE OF DELIVERY

The course is delivered face-to-face in a classroom based learning environment. This mode of delivery will combine theory-based material and practical tasks. The theory sessions are designed to explain the skills, knowledge and tasks that comprise the BSB50120 Diploma of Business

www.acbc.nsw.edu.au / info@acbc.nsw.edu.au

➤ **1300 COLLEGE**



On-Campus mode Tuition Fee \$10,500.00 and are fully covered by VET Student Loans. There is no tuition fee gap.

IMPORTANT: VET Student Loans will not be approved for students who do not meet eligibility requirements and a VET student loan gives rise to a HELP debt that continues to be a debt due to the Commonwealth until it is repaid.

ASSESSMENT

Assessment is conducted through a combination of written and practical assessments. This may include case studies, role plays, knowledge questions, practical tasks and projects.

QUALITY OF TRAINING

ACBC is responsible for the quality of the training and assessment being provided in this course and for the issuance of any AQF certificates.

UNIVERSITY OPTIONS

Students wishing to pursue University after completing studies at ACBC can do so in conjunction with various Universities and Educational Institutions. Graduates may be eligible for 80 credit points out of 240 from Western Sydney University and Australian Catholic University (ACU).

LEARNING RESOURCES

All equipment and resources are provided for students enrolling into this qualification, including access to the Learning Management System (LMS), any learner guides and textbooks, handouts and assessment instructions at no cost. Students have access to college laptops and the Internet.

FACILITIES

The qualification is held in a designated classroom for face-to-face training sessions, tutorials and group work. For any work requiring computers, students will be able to use college laptops. Each student will have a designated laptop allocated to them with the necessary software and access to the Internet.

WORK PLACEMENT PROGRAM

Students enrolled in the BSB50120 Diploma of Business qualification are offered an optional one day a week work placement opportunity in terms 3 and 4 of the course, which is organised by our work placement team.

(5) CORE UNITS	BSBCMM511	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
(7) ELECTIVE UNITS	BSBLDR522	Manage people performance
	BSBOPS505	Manage organisational customer service
	BSBPEF501	Manage personal and professional development
	BSBHRM525	Manage recruitment and onboarding
	BSBTWK503	Manage meetings
	BSBWH521 BSBPMG430	Ensure a safe workplace for a work area Undertake project work



AUSTRALIAN CAREERS
Business College
'Empowerment Through Education and Training'

CAMPUS LOCATIONS

The Liverpool campus is located in the heart of the local Business District and is no more than a seven minute walk from the train station and public transport.

28 MEMORIAL AVENUE LIVERPOOL NSW 2170

ACBC is a Registered Training Organisation (RTO) No. 90271.

The Australian Careers Business College is registered by Australian Skills Quality Authority (ASQA) to deliver selected Nationally Recognised Qualifications.