BSB50120 Diploma of Business

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.

Entry Requirements

There are no formal pre-requisites for entry into the course, however students complete an English skills self-assessment before they start their course. In addition, if evidence of insufficient literacy/numeracy ability to undertake the course is evident throughout the enrolment process, the Institute may request the student to undertake an LLN diagnostic test and/or refer the student to a specialist LLN support agency.

Course Delivery

The qualification is delivered Online over a maximum of 12 months. Intakes are rolling.

Mode of Delivery

Online and RPL (with gap training if required). Students are advised of the training and assessment requirements by their trainer/ assessor prior to commencement.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is "the acknowledgement of the skills and knowledge" that you have already gained through previous work, studies, and life experiences that relate to this qualification. If you are granted recognition in a unit/s of competency, you do not have to re-study that unit. If you think you may be eligible to apply for RPL because of your previous work, study and life experiences, please contact the Institute to access your RPL kit.

Credit Transfer

If you have completed any units from the qualification previously you will be eligible for credit on provision of a verified Qualification/Record of Results and/or Statement of Attainment.

NATIONALLY RECOGNISED TRAINING

UNITS OF COMPETENCY

	There are 12 units (5 core, 7 elective) required for this qualification:	
Unit Code	**Title**	Core/Elective
BSBCRT511	Develop critical thinking in others	C
BSBFIN501	Manage budgets and financial plans	C
BSBOPS501	Manage business resources	C
BSBSUS511	Develop workplace policies and procedures for sustainability	C
BSBXCM501	Lead communication in the workplace	C
BSBHRM525	Manage recruitment and onboarding	E
BSBOPS503	Develop administrative systems	E
BSBMKG546	Develop social media engagement plans	E
BSBOPS404	Implement customer service strategies	E
BSBTWK401	Build and maintain business relationships	E
SIRXMKT006	Develop a social media strategy	E
BSBPRC504	Manage a supply chain	E

For details of this course visit www.training.gov.au

Contact Details
E: admin@gcinstitute.qld.edu.au
P: 1800 367 732
W: www.gcinstitute.qld.edu.au

Total Course Fees
Payment and instalment options available. Please contact us for latest fees and further information.

How to Apply
For further information please go to www.gcinstitute.qld.edu.au to "Apply" and one of our friendly Admissions Team will be in touch.

IMPORTANT – Student Handbook, Fees and Charges

Information about our training and assessment policies and procedures is included in your Student Handbook which can be downloaded from www.gcinstitute.qld.edu.au.
Both your Student Handbook and our website contain useful information about your course, fees and charges and must be read by you prior to your enrolment.

E: admin@gcinstitute.qld.edu.au
P: 1800 367 732
W: www.gcinstitute.qld.edu.au
RTO No: 40623

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