

BSB50120 Diploma of Business **(Digital Transformation)**

Course Outline

This qualification is designed for international learners who wish to develop business management knowledge and digital transformation capabilities applicable across a wide range of industries. It is particularly suitable for learners' seeking careers in business operations, digital business, information management, project coordination, digital transformation and organisational support roles, or those intending to articulate into higher education qualifications such as the Bachelor of Cyber Security and Bachelor of Data Analysis, subject to the admission and credit policies of the receiving institution.

Employment Pathways

Graduates may find employment in a range of business and digitally enabled roles, including:

- ✓ Business Operations Coordinator
- ✓ Project Support Officer
- ✓ Digital Business Support Officer
- ✓ Information Management Officer
- ✓ Digital Transformation Officer
- ✓ Business Administrator
- ✓ Office Manager
- ✓ Executive Assistant
- ✓ Data Administration Officer
- ✓ Customer Experience Coordinator
- ✓ Project Administrator
- ✓ Business Development Support Officer
- ✓ Digital Workplace Coordinator

It is not, however, intended to indicate that an individual will gain immediate employment upon completion of this qualification.

Educational Pathway

Learners who successfully complete this qualification may progress into further studies such as:

- ✓ BSB60120 Advanced Diploma of Business
- ✓ Bachelor of Cyber Security (subject to the admission and credit transfer policies of the receiving higher education provider)
- ✓ Bachelor of Information Technology
- ✓ Bachelor of Business (Digital Business, Information Systems or Management)

Other Diploma, Advanced Diploma or higher education qualifications in business, information technology or related fields

Entry Requirements

The BSB50120 Diploma of Business (Digital Transformation) has no formal entry requirements specified in the BSB Business Services Training Package at the time of publication on the National Training Register.

However, Innovative Institute of Australia has established the following admission requirements to ensure that learners possess the academic capability, English language proficiency and digital literacy necessary to successfully undertake this qualification.

- Successfully completed qualifications equivalent to Australian Year 12 or higher.
- Minimum age: 18 years and above at the commencement of the course
- English requirement: equivalent to an IELTS (General or Academic Overall) 6.0 with no individual band score less than 5.0.

IELTS (Academic or General) Overall	PTE Academic	TOEFL iBT	Cambridge English (CAE/C1 Advanced)	ELICOS (General English)
6.0 (No band less than 5.0)	50	64	169	N/A
5.5	42	46	Not accepted	10 weeks
5.0	36	35	Not accepted	20 weeks

Note:

- Results older than two years are not acceptable (for offshore applicants).
- Student visa applicants must meet any English language evidence requirements determined by the Department of Home Affairs under the current Student visa evidence framework. Visa evidence requirements and exemptions are separate from the Institute's admission requirements and may change from time to time.
- Applicants should refer to the Department of Home Affairs' current Student visa requirements www.homeaffairs.gov.au.
- Additionally, a learner is required to:
 - ✓ Complete the Language, Literacy, Numeracy and Digital Skills (LLND) test prior to the commencement of the course.
 - ✓ Complete the Pre-Training Review, which aims to identify training needs through questions on previous education or training, relevance of the courses to the learner and relevant experience. Based on the outcomes of the Pre-Training Review, the Institute will advise each prospective learner whether the training product is suitable for them and identify any training or support needs before enrolment.
- As this qualification incorporates digital technologies and online

Course Duration

Course Duration	The course is delivered full-time over 58 calendar weeks, including 8 scheduled holiday breaks, for a total of 50 training weeks.
Contact Hours Per Week	Students are scheduled to undertake 20 course contact hours per training week. Scheduled course contact hours may include face-to-face classroom training, practical or simulated workplace training, and scheduled assessment activities, as applicable.

RPL/Credit Transfer

At Innovative Institute of Australia, we are committed to recognising the value of your prior learning and qualifications. We offer:

- **Recognition of Prior Learning (RPL):** A formal assessment process that evaluates your existing skills and experience-gained through work, training, or life-to determine if they meet the requirements of specific course units.
- **Credit Transfer:** A process that grants recognition for equivalent units previously completed at other registered training organisations, without the need for reassessment. Students who have completed corresponding units of competency and/or units contained within the packaging rules can apply for Credit Transfer.

These processes are conducted in line with the Standards for RTOs 2025, specifically Standard 1.6 and 1.7, and are available to all eligible students.

If you wish to apply for RPL or Credit Transfer, please notify the Institute at the time of enrolment. For detailed procedures and eligibility criteria, please refer to the Student Handbook, which outlines our policies on RPL and Credit Transfer. We ensure a transparent, supportive, and efficient pathway to help you achieve your goals sooner.

Assessment Methods

Assessment methods used for this qualification will provide a range of ways for individuals to demonstrate that they have met the required outcomes including:

- Written Questions and Answers
- Projects
- Role-play Case Studies
- Observations

At the beginning of each unit, trainers will outline the assessment tasks that must be completed.

Fees Information

Admission Fees (Non-refundable): \$250

Material/Resources Fees: \$750

Tuition Fees: \$11,000

Total Course fees: \$12,000

Unless otherwise specified, total course fees include all the training and assessment as well as required resources and textbooks for students to achieve the qualification or course in which they are enrolling.

Note: Innovative Institute of Australia do not accept any advance fee above \$1500 at any given time.

Course Structure

A total of 12 units of competency is required for the award of this qualification, comprising 5 core units and 7 elective units.

No	Unit Code	Unit Title	Core (C) / Elective (E)
1	BSBCRT511	Develop critical thinking in others	C
2	BSBFIN501	Manage budgets and financial plans	C
3	BSBOPS501	Manage business resources	C
4	BSBSUS511	Develop workplace policies and procedures for sustainability	C
5	BSBXCM501	Lead communication in the workplace	C
6	BSBPMG430	Undertake project work	E
7	BSBTWK503	Manage meetings	E
8	BSBTEC404	Use digital technologies to collaborate in a work environment	E
9	BSBTEC601	Review organizational digital strategy	E
10	BSBDAT501	Analyze data	E
11	BSBXCS402	Promote workplace cyber security awareness and best practices	E
12	BSBINS601	Manage knowledge and information	E

Delivery Location

The Business program at Innovative Institute of Australia is held at our Main Campus:

- **1A Palmerston Grove, Oakleigh VIC 3166.**

This great location offers students:

- A short 6-minute walk to Oakleigh Station for easy public transport.
- Quick access to Oakleigh Central Shopping Centre with stores like Woolworths, Coles, and Chemist Warehouse.
- Plenty of nearby cafes and restaurants, especially in the popular Eaton Mall.
- Close to banks, medical clinics, and other useful services.
- Easy driving access via Princes Highway and Monash Freeway, with parking nearby.

It's a convenient and lively area that makes studying more enjoyable.

Tel: +61 404 280 909 (03) 9973 9110	Email: info@innovative.edu.au admissions@innovative.edu.au	Website: www.innovative.edu.au RTO: 455491 CRICOS:03807C
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