

## Course Outline

This qualification reflects the roles of individuals across a variety of business services positions. Individuals in these roles may have frontline management accountabilities and undertake moderately complex tasks in a specialist field requiring business operations skills. They may have substantial vocational experience or may be seeking to further develop their skills across a range of business functions.

In the Records and Information Management specialisation, the elective selection provides learners with skills and knowledge relevant to managing organisational information and records. The selected units develop capabilities in information and knowledge management systems, digital repositories, business records systems, data analysis and organisational knowledge management. At the Institute, the qualification is contextualised through contemporary business scenarios and activities related to records management, information governance, digital records, information systems, data analysis, digital repositories, and organisational information management. Contextualisation is undertaken while maintaining the integrity of the BSB Business Services Training Package and its assessment requirements.

Successful graduates may seek employment in business administration, records management, information management and related organisational roles, subject to the requirements of individual employers.

Further information is available on the National Training Register [training.gov.au](http://training.gov.au).

## Employment Pathway

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

- Records Management Officer
- Records Management Coordinator
- Information Management Officer
- Information Services Officer
- Records Officer
- Information Governance Officer
- Document Control Officer
- Document and Records Administrator
- Information and Knowledge Management Officer
- Business Administration Officer
- Project Support Officer
- Data Administration Officer
- Business Support Officer
- Office Administrator

## 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.

# BSB50120 Diploma of Business

## (Records and Information Management)

### Entry Requirements

The **BSB50120 Diploma of Business (Record and Information Management)** 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<br>(Academic or General)<br>Overall | PTE<br>Academic | TOEFL<br>iBT | Cambridge<br>English<br>(CAE/C1 Advanced) | ELICOS<br>(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](http://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 learning resources, learners are expected to have:
  - ✓ access to a computer or laptop with internet connectivity;
  - ✓ basic computer and digital literacy skills;
  - ✓ access to Microsoft Office or equivalent productivity software;
  - ✓ the ability to use email, web browsers

## Educational Pathway

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

- BSB60120 Advanced Diploma of Business
- Bachelor of Information Systems (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.

## 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.

## 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.

## 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  | BSBDAT501 | Analyse data                                                 | E                       |
| 9  | BSBINS501 | Implement information and knowledge management systems       | E                       |
| 10 | BSBINS504 | Maintain digital repositories                                | E                       |
| 11 | BSBINS512 | Monitor business records systems                             | E                       |
| 12 | BSBINS601 | Manage knowledge and information                             | E                       |

## 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.

## 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.

|                                               |                                                                      |                                                                           |
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| <b>Tel:</b> +61 404 280 909<br>(03) 9973 9110 | <b>Email:</b> info@innovative.edu.au<br>admissions@innovative.edu.au | <b>Website:</b> www.innovative.edu.au<br><b>RTO:</b> 45549I CRICOS:03807C |
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