



RTO: 45549 CRICOS: 03807C

**INNOVATIVE**  
INSTITUTE OF AUSTRALIA

BSB50120

# DIPLOMA OF BUSINESS

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.



## COURSE STRUCTURE

Participants need to complete Twelve (12) units of competency, within the BSB Package at Diploma Level. This qualification has:

Core units = 5 Units

Elective units = 7 Units

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Total duration of the Qualification is 50 weeks excluding 8 weeks of term break or 1000 Hours (820 for training and 180 for supervised Assessment Activities). The contact hours are 20 contact hours per week

## ENTRY REQUIREMENTS

### Age Requirements

1. Students must be of 18 years of age to apply

### Academic Requirements

1. Satisfactory completion of Year 11 VCE or its equivalent overseas qualification

### English Proficiency

1. An IELTS level of 5.5 or equivalent for direct entry into a VET course or IELTS band score of 5.0 (Academic or general version) then satisfactory completion of ELICOS or ESL up to 20 weeks at upper intermediate level to be taken before the main VET course.

Results older than two years are not acceptable

OR

1. Evidence that they have studied in English for at least five years in Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States of America

OR

1. Evidence that within two years of their application date, they have successfully completed Certificate IV or higher-level qualification from the Australian Qualifications Framework

OR

For level 1 countries students, they successfully complete the Language, Literacy and Numeracy (LLN) Test administered by Innovative institute of Australia.

## PATHWAYS



### EMPLOYMENT PATHWAY

Students completing BSB50120 Diploma of Business may enter into workplace or continue current roles:

**Accounts Supervisor | Frontline Manager | Office Manager | Team Leader**



### EDUCATIONAL PATHWAY

On completion of BSB50120 Diploma of Business, students may undertake qualifications at Advanced Diploma or above in business training package - for e.g. **Advanced Diploma of Business | Bachelor of Business**



### EXIT PATHWAY

Students obtaining a competency for all units in this course will be awarded the full qualification BSB50120 Diploma of Business (Leadership), including certificate and Record of results.

Students not obtaining a competent result for all units in this course or leaving the course in middle will receive a **Statement of Attainment**. Indicating the actual number of units, they achieve competency



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# VOLUME OF LEARNING

The AQF volume of learning of a Diploma is 1200 to 2400 hours or 1 year to 2 years.

Volume of learning may be adjusted depending upon the student cohort. If students have previous relevant experience, the total volume of learning may be reduced.

For this qualification:

- Delivery is face to face classroom based under supervision from a qualified trainer and assessor.
- Practical training and experience would happen in a simulated business environments allowing for training, practice and assessment to occur in an appropriate business environment.
- Students are also required to undertake unsupervised home study.

Face to face and simulated practical Learning-	820Hrs
Supervised Assessment Activities-	180Hrs
Self-paced/Home Study (homework, assignments, case studies, research,)-	300Hrs
Total Amount of Learning-	1300Hrs

# UNIT OF COMPTENCIES

## 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
BSBXCM501	Lead communication in the workplace

## Elective units

BSBTWK503	Manage Meetings
BSBTWK501	Lead diversity and inclusion
BSBPMG430	Undertake project work
BSBLDR523	Lead and manage effective workplace relationship
BSBLDR522	Manage people performance
BSBTWK502	Manage Team effectiveness
BSBPEF501	Manage personal and professional development

# RPL /CREDIT TRANSFER

Students with prior learning and work experience can apply for RPL. Recognition of prior learning evidence must include some of the following:

- Work experience
- Life experience
- Previous study
- Professional development programs

Students who have completed corresponding units of competency and/or units contained within the packaging rules can apply for Credit Transfer.

If you wish to apply for RPL or Credit Transfer, please notify the Institute at the time of enrolment

## 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.

## CAMPUS / DELIVERY SITE

The Institute is very closely located to the heart of the city of Dandenong and its magnificent retail, cultural, dining and business districts.:

**56 Robinson Street Dandenong, VIC 3175,**  
with significant public transport access for surrounding areas. Robinson Street is a busy street and has many small businesses and café's around. This location very close to Dandenong market, Dandenong town center and 700 meters from Metro station.

# FEE STUUCTURE

**Admission Fees:** (Non-refundable) : \$250

**Material Fees:** (Not restricted to books etc) : \$250

**Tuition Fees :** \$115000

**Total Course fees :** \$120000

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.

## LEARNER NEED AND STUDENT SUPPORT

Learner needs will be identified through enrolment form, face to face or over the phone interview, LLN and Pre-training review. It will help to establish the applicant skill and knowledge levels, their current employment and how that relates to the course content and interaction.

Where additional support needs have been identified an Individual Support Plan will be developed which may include:

- Language Literacy Numeracy Support
- Mentoring from trainers
- Additional classes, tutorials, and workshops
- Computer and technology support
- Reasonable adjustment to assessments

Provision of additional support services will be provided where necessary to enable students to participate in the same way as any other person regardless of whether support services have been required.



NATIONALLY RECOGNISED  
TRAINING



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