

BSB50120 Diploma of Business

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.

ELIGIBILITY/ENTRY REQUIREMENTS

Students are required to undertake a Language, Literacy and Numeracy (LL&N) assessment to establish support requirements for this qualification.

To ensure you have the right skills and support to succeed in your course, a Language, Literacy and Numeracy (LL&N) evaluation helps identify any areas where you may need additional support to help you achieve your goals.

To gain entry into BSB50120 Diploma of Business candidates require:

- BSB40215 Certificate IV in Business or BSB40515 Certificate IV in Business Administration, and/or equivalent vocational competency, and/or
- A minimum of two years' workplace experience in an administrative or clerical role.

DELIVERY DETAILS

Location(s)	Duration*	Study mode
Waterfront Darwin Campus	This program is delivered over a period of 12 to 24 months	On campus, online or both

* Duration will vary depending on how long a student takes to reach the required competency level.

Students have access to all resources on LearnLine, CDU 24/7 online learning system.

FEES

Fee Type	2024 Course Fees
NT Government Supported*	\$2,620.00 - \$2,720.00
Full Fee	\$6,550.00 - \$6,800.00

This course is supported by the NT Government for domestic [eligible](#) students who are NT residents.

*For Regional and Remote only supported courses, the delivery location of the course needs to be listed on the NTG's [Delivery allowance for VET Funded Programs](#) with regional or remote as the location category to be eligible. A limited number of NT Government Supported places are available, so secure your place now.

Fees shown are indicative and subject to change annually. Actual course fees may vary depending on the units chosen. International non-student visa-holders; study eligibility needs to be verified before enrolment. Fees may vary depending on the visa type.

For further clarification and information on fees, fee exemptions, payment options, instalment plans, and refunds, contact CDU on 1800 061 963 or refer to [TAFE Fees and Payments](#)

VET STUDENT LOANS

Eligible students may access a VET Student Loan to pay for their course fees (up to capped amounts). [Determine your eligibility](#) using the VET Student Loan Eligibility Tool on the myskills website.

ASSESSMENT

Assessments vary with each unit. You will be provided with an assessment guide.

RECOGNITION OF PRIOR LEARNING (RPL)

RPL is a process that determines whether the skills, knowledge and experience you've gained through your previous study, work or life experience can count towards a vocational training qualification at CDU. For more information, [VET RPL](#).

RESOURCES

Students are issued with online learning materials relevant to each unit. Students are required to purchase a prescribed textbook. Details will be provided prior to the commencement of the course. Computer and internet access is required to source information and complete assessments.

STUDY AND CAREER PATHWAYS

On completion of this qualification, credit(s) may be available into Higher Education courses.

Possible occupations relevant to this qualification include:

- Administrator
- Business Development Manager
- Corporate Services Manager
- Executive Officer
- Program Consultant
- Program Coordinator

QUALIFICATION CONTENT

To achieve a BSB50120 Diploma of Business a total of twelve (12) units of competency must be completed comprising five (5) core and seven (7) elective units as detailed in the packaging rules and listed below. The electives offered may vary between campuses.

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

BSBXC501	Lead communication in the workplace
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ELECTIVE UNITS *(Select 7)*

Group A - Business Operations (Must complete 2)	
BSBPMG430	Undertake project work
BSBOPS504	Manage business risk
Group B - Leadership	
BSBLDR523	Lead and manage effective workplace relationships
BSBPEF501	Manage personal and professional development
Group C - Organisational Development	
BSBPEF502	Develop and use emotional intelligence
Group E - Business Development	
BSBTWK401	Build and maintain business relationships
Unnamed Electives	
BSBSTR402	Implement continuous Improvement (unnamed)
BSBWHS411	Implement and Monitor WHS policies, procedures and programs

WITHDRAWING FROM A QUALIFICATION

You may withdraw from this qualification and receive, where relevant, a Statement of Attainment for all units of competency you have successfully completed.

SUPPORT SERVICES

The University supplies support for students in many areas, including Accommodation, Careers and Employability, Counselling, Disability Services, Student Advocacy, Indigenous Tutorial Support Services, International Student Support Services, Library Services, and VET Learner Support Services.

More information is available at [Student Support](#).

CONTACT DETAILS

Commerce and Information Technology

E. vet.business@cdu.edu.au
 T. 08 8946 8877
 W. <https://www.cdu.edu.au/study/essentials>

For further information regarding student life at CDU, please refer to <https://www.cdu.edu.au/study/student-life>.