

# 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.

To check the eligibility criteria for a Vet Student Loan (VSL), please refer to [VSL eligibility](#).

## 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 upon 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.

## 2023 FEES

The 2023 indicative fee for this course is \$2,420.00 - \$2,540.00 for eligible students and receive an NT Domestic Subsidised place or \$6,050.00 - \$6,350.00 for Domestic Full fee places. Actual fees will vary according to your choice of units.

Please note: A limited number of NT Government subsidy places are available for eligible NT domestic students, so contact us now to secure your place for 2023.

VET Student Loans (VSL) for new students commencing in 2022 may be available. For more information about VET Student Loans, please visit [VET Student Loans](#).

Fees are subject to change annually. Indicative government-subsidised and full course fees are shown on this document. For further clarification and information on fees, payment options, instalment plans, and refunds, contact CDU on 1800 061 963 or refer to [VET Fees and Payments](#).

## 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
BSBXCM501	Lead communication in the workplace

### ELECTIVE UNITS

BSBPMG430	Undertake Project Work
BSBOPS504	Manage Business Risk
BSBPFE501	Manage personal and professional development
BSBPFE502	Develop and use emotional intelligence

BSBTWK401	Build and maintain business relationships
BSBWHS411	Implement and Monitor WHS policies, procedures and programs
BSBSTR402	Implement Continuous Improvement (unnamed)
BSBLDR523	Lead and manage effective workplace relationships

## WITHDRAWING FROM A QUALIFICATION

You may withdraw from the Diploma of Business 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

E. [student.central@cdu.edu.au](mailto:student.central@cdu.edu.au)  
 T. 1800 061 963 (free call)  
 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>.