

# 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, Numeracy and Digital Literacy (LLND) 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 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
Darwin	This program is delivered over a period of 12 - 18 months	Face-to-face, online, Blended

\* 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	2025 Course Fees
NT Government Supported*	\$2,497.50 - \$2,590.00
Full Fee	\$7,728.75 - \$8,015.00

\*This course is supported by the NT Government for domestic [eligible](#) students who are NT residents. 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. The course fee rates will vary for commercial contract arrangements.

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 Your Career 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 have gained through your previous study, work or life experience can count towards a vocational training qualification at CDU. For more information, refer to [VET RPL](#).

## RESOURCES

Learning materials are available through CDU's learning management system, Learnline. 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.

### 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 *(Select 7)*

<b>Group A - Business Operations (Must complete 2)</b>	
BSBPMG430	Undertake project work
BSBOPS504	Manage business risk
<b>Group B - Leadership</b>	
BSBLDR523	Lead and manage effective workplace relationships
BSBPEF501	Manage personal and professional development
<b>Group C - Organisational Development</b>	
BSBPEF502	Develop and use emotional intelligence
BSBSTR502	Facilitate continuous Improvement
<b>Group E - Business Development</b>	
BSBTWK401	Build and maintain business relationships
<b>Unnamed Electives</b>	
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

Business and Workforce Management

E. [vet.business@cdu.edu.au](mailto:vet.business@cdu.edu.au)  
T. 08 8946 7517 (ECP) 08 8959 5461 (ASP)  
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>.