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.

This course can be undertaken as a traineeship. Visit TAFE Apprenticeships and Traineeships for more information.

ELIGIBILITY/ENTRY REQUIREMENTS

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

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:

- BSB40120 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)	Danala Education Community Precinct, online
Duration*	12 months full time; 18 - 24 months part-time
Study mode ^^	Face-to-face, online, blended
Start Date/s ^	Term 1: 8/2/2027 Term 2: 24/5/2027 Term 3: 19/7/2027 Term 4: 11/10/2027
Attendance	Students should enrol prior to the commencement of each term and in consultation with the delivery team.

** Duration may vary depending on how long a student takes to reach the required competency level.*
^ Course timetable will be provided on application for the course.
^^Information relating to study modes can be found in the 2027 TAFE Student Guide

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FEES

Fee Type	2027 Course Fees
NT Government Supported*	$2,666.25 - $2,765.00
Full Fee	$8,154.00 - $8,456.00

*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. For 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 Diploma course fees (up to capped the amount). Determine your eligibility using the VET Student Loan Eligibility Tool on the Your Career website.

For more information visit VET Students Loans (VSL)

ASSESSMENT

Skills and knowledge assessments are an essential step in progressing through your course. You may be assessed in a number of ways including written assessment, questioning , portfolios, work samples, direct observation, practical assessments and third-party feedback.

Throughout your course you will receive information about assessments including how, when and where assessments will be conducted.

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.

CREDIT TRANSFER (CT)

Charles Darwin University as a Registered Training Organisation recognises the Australian Qualifications Framework qualifications and Statement of Attainments issued by any other Australian Registered Training Organisation (RTO).

Students are encouraged to submit any requests for credit from previous studies at the time of enrolment, to ensure they are not enrolling in units they may not need to undertake.

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RESOURCES

Students will have 24/7 access to assessments and learning resources on Learnline, CDU's online learning platform. Before you can start using Learnline, you'll need to make sure that your computer has the correct setup. For more details: https://www.cdu.edu.au/current-students/services/learnline

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 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

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
BSBSTR502	Facilitate continuous Improvement
Group E - Business Development	
BSBTWK401	Build and maintain business relationships
Unnamed Electives	
BSBWHS411	Implement and Monitor WHS policies, procedures and programs

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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 provides support for students in many areas, including Accommodation, Careers and Employability, Counselling, Disability Services, Financial Support 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 - Life, Health and Wellbeing

CONTACT DETAILS

Business and Workforce Management

E. TAFE@cdu.edu.au
T. 08 8946 7517 (ECP) 08 8959 5461 (ASP)
W. https://www.cdu.edu.au/tafe

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

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