

BSB50120 DIPLOMA OF BUSINESS

TRAINING PROGRAM



VOCATIONAL
RELEVANCE

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.

Nationally recognised units of competency as listed below:



1	BSBCRT511	Develop critical thinking in others	Core
2	BSBFIN501	Manage budgets and financial plans	Core
3	BSBOPS501	Manage business resources	Core
4	BSBSUS511	Develop workplace policies and procedures for sustainability	Core
5	BSBXCM501	Lead communication in the workplace	Core
6	BSBPMG430	Undertake project work	Elective
7	BSBSUS601	Lead corporate and social responsibility	Elective
8	BSBLDR521	Lead the development of diverse workforces	Elective
9	BSBLDR523	Lead and manage effective workplace relationships	Elective
10	BSBCMM511	Communicate with influence	Elective
11	BSBTWK502	Manage team effectiveness	Elective
12	BSBPEF502	Develop and use emotional intelligence	Elective

PROGRAMME DELIVERY

CAMPUS

Available at Lismore and Murwillumbah campus.

PROGRAMME DURATION

Expected duration: 18 months
Nominal duration: 18 months

COMMITMENT (HOURS)

Component	Weekly	Total Course
Trainer-directed home study	2 hours per unit	24 hours
Research	1 hour per unit	12 hours

DELIVERY

Connected Learning.
Course work (delivery online) and negotiated monthly mentoring sessions with your trainer.

THIRD PARTY ARRANGEMENTS

ACE Community Colleges is responsible for the issue of all qualifications and statement of attainments.

WORKPLACE AGREEMENTS

Not applicable.

TRAINER ACCESS AND LEARNING SUPPORT

Your trainer can provide email and telephone support throughout the course. All enrolled students also have access to a Student Support Officer who can provide advice and assistance or facilitate external support.

GENERAL SUPPORT SERVICES

Pre-admission surveys allow us to evaluate language, literacy and numeracy capabilities prior to enrolment. This is done with reference to the Australian Core Skills Framework, helping us to determine individual needs relative to the demands of the course and to estimate support requirements. Once enrolled, students can then access foundational support adapted to their individual needs and circumstances.

ENROLMENT AND PARTICIPATION



APPLICATION

Enrolment is contingent upon an application being accepted. Factors considered in the evaluation of enrolment applications include meeting programme entry requirements, eligibility for a training subsidy (where applicable), the outcome of screening processes (for example, police checks), past payment of fees and acceptance of the terms of enrolment.



ENTRY REQUIREMENTS

Not applicable.



REQUIRED MATERIALS AND EQUIPMENT

Access to computer, laptop or device. Access to the internet.



COMPLETION AND CERTIFICATION

A qualification testamur and transcript will be issued by ACE Community Colleges upon successful completion of course requirements, provided that all administrative requirements have been met and course fees are paid in full. In these circumstances, certificates will be issued within 30 days.



PARTIAL COMPLETION

Where a student does not complete all components, a statement of attainment listing units successfully achieved will be issued by ACE Community Colleges within 30 days of course completion as long as all outstanding fees have been paid.

FEES AND SUBSIDIES



FULL COURSE FEE

\$4500



CARDHOLDER DISCOUNT

Not applicable.



SUBSIDIES AVAILABLE

Yes – see box below. Please refer to the relevant Subsidy Fact Sheet provided at enrolment for subsidised fees, eligibility criteria and more information.



COURSE MATERIALS

The course fees specified are fully inclusive of all textbooks, learning materials, tuition costs and support services for the advertised duration of the course.



ADDITIONAL CHARGES

Not applicable.

Smart and Skilled (NSW). Applicants eligible for enrolment under *Smart and Skilled* to note that this training is subsidised by the New South Wales Government.

FURTHER INFORMATION



STUDENT HANDBOOK

Our Student Handbook is available to all prospective students and may be obtained at or prior to enrolment from any of our colleges or downloaded from our website. The Student Handbook reflects our policies and contains information on the enrolment process, skills recognition, participation in training and assessment, support services, fees and refunds, rules and regulations, USI and a range of general information. While our Student Handbook also contains the specific details of our complaints and appeals process, it can also be accessed on our website at <https://www.acecolleges.edu.au/students/>



CAMPUS CONTACT DETAILS FOR ENQUIRIES

MURWILLUMBAH: 02 6672 6005 | mbah@acecolleges.edu

LISMORE: 02 6622 1903 | lismore@acecolleges.edu