

BSB50120 DIPLOMA OF BUSINESS



QUALIFICATION OVERVIEW

1. QUALIFICATION SUMMARY

- National code/title: • BSB50120 - Diploma of Business
- Industry 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.
- Recommended skills: • Students will be expected to have the ability to read and write English, plus basic numeracy and computer skills, a mature attitude plus a commitment to all assessment requirements and an ability to meet the competencies in this training package
- Required materials and Equipment • Access to computer, laptop or device. Access to the internet.
• For best performance, you should access Canvas with a computer that supports the most recent browser versions. It is recommended to use a computer five years old or newer with at least 1GB of RAM. For more information on recommended settings, supported browsers and mobile specifications, please visit: <https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-browser-and-computer-requirements-for-Canvas/ta-p/66>

2. QUALIFICATION COMPONENTS

To successfully complete the qualification, twelve units of competency must be completed including 5 core and 7 electives.

- Core units (5): • The core units of this qualification are compulsory for all learners:

1.	BSBCRT511	Develop critical thinking in others
2.	BSBFIN501	Manage budgets and financial plans
3.	BSBOPS501	Manage business resources
4.	BSBSUS511	Develop workplace policies and procedures for sustainability
5.	BSBXCM501	Lead communication in the workplace

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Elective units (7):

1.	BSBPMG430	Undertake project work
2.	BSBSUS601	Lead corporate and social responsibility
3.	BSBLDR521	Lead the development of diverse workforces
4.	BSBLDR523	Lead and manage effective workplace relationships
5.	BSBCMM511	Communicate with influence
6.	BSBTWK502	Manage team effectiveness
7.	BSBPEF502	Develop and use emotional intelligence

ASSESSMENT

3. ASSESSMENT REQUIREMENTS

Assessment tasks:

- Assessment is generally progressive with multiple assessment tasks to be completed for each unit of competency. Assessment tasks and methods will vary from unit to unit and may include a combination of project work, case studies, portfolio evaluation, written assignments/examinations, role plays, oral questioning, third party reports, practical demonstrations and observation of performance in the workplace or simulated work environment.

Task submission:

- Assessment tasks must be submitted by the due date unless an extension has been granted. Students are entitled to two re-submissions per item following an initially inadequate assessment.

4. RECOGNITION AND CREDIT

RPL application:

- If you believe you are able meet course requirements through workplace and other evidence in your possession, then contact your local college for further information about the RPL process. Note that RPL applications must be made at the time of enrolment after which you will be contacted by one of our assessors to discuss your application.

Credit transfers:

- You may already have acquired some of the units of competency in this qualification from an earlier course or from another Registered Training Organisation, authorised issuing body or authenticated VET transcripts from the Registrar. If so, you can claim credit for these by providing original qualification transcripts or statements of attainment. These will be verified and copied as evidence of current competency. Note that you cannot receive credit for your whole programme of study.

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INDUCTION AND SUPPORT

5. INDUCTION AND SUPPORT

- Pre-enrolment:
- By completing pre-enrolment assessment prior to enrolling in this qualification, you will be assisting us to evaluate your suitability for the course and to tailor support services to meet your individual needs. A Student Support Officer will review your pre-enrolment information and, if appropriate, contact you to discuss options to assist you to participate productively in the course.
- Course induction:
- An induction session to be held at the outset of the course comprises an overview of the industry, including relevant legislation, and covers course content, delivery and assessment arrangements and course completion requirements. A general orientation to college facilities, rules and safety procedures is also provided.
 - Orientation to our online learning management system will also be provided by the trainer.
- Individual 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.

CERTIFICATION ARRANGEMENTS

6. AWARDS ISSUANCE

- Course completion:
- 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.

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ENROLMENT INFORMATION

7. ENROLMENT APPLICATION

- Application:

 - Enrolment is contingent upon your application being accepted. Factors considered in the evaluation of enrolment applications include eligibility, pre-requisite fulfilment, the outcome of screening processes, past payment of fees and acceptance of the terms of enrolment.

- Unique student identifier (USI):

 - It is a condition of enrolment in any nationally recognised training (accredited) programme that you supply us with your unique student identifier (USI). If you don't already have one you can apply for one online at www.usi.gov.au. Further information on the national USI system is available from college administration.

- Confirmation:

 - Enrolment is confirmed upon payment of a deposit against the course fee. ACE will collect no more than \$1500 of the total fee on initial enrolment.

8. FEES AND SUBSIDIES

- Full fee:

 - \$4500

- Additional charges:

 - Not applicable

- Subsidies available:

 - Yes – see box below for details

<u>Programme:</u>	<u>Smart and Skilled</u> (NSW). Applicants eligible for enrolment under <i>Smart and Skilled</i> to note that this training is subsidised by the NSW government.
<u>Eligibility criteria:</u>	<ul style="list-style-type: none"> • You must be at least 15 years old and no longer at school • You must be living or working in NSW (or be an Aboriginal or Torres Strait Islander person living in specific NSW border areas) • You must be an Australian citizen, permanent resident, humanitarian visa holder or New Zealand citizen
<u>Fees payable:</u>	<ul style="list-style-type: none"> • \$2850 if you fulfil eligibility criteria • \$2530 if you fulfil eligibility criteria and this will be your first post-secondary qualification • \$0 (fee exempt) if you identify as Aboriginal or Torres Strait Islander or are receiving a Disability Support Pension or are a dependent child, spouse or partner of a person receiving a Disability Support Pension • \$0 (fee exempt) if you fulfill eligibility criteria and are enrolled as a New Entrant Trainee

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<u>Refunds</u>	<ul style="list-style-type: none"> Where subsidised training is not completed, a proportion of the student fee – corresponding to the number of unfinished units – will be refunded upon written request. No refund is payable on units of competency successfully completed. Refund requests will generally be processed within 28 days.
<u>Further details:</u>	<ul style="list-style-type: none"> Please note that fees may be further reduced for individual applicants in circumstances where credit transfers and RPL have been approved

About fees:

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

CANCELLATIONS AND REFUNDS

9. CANCELLATIONS AND REFUNDS

Course cancellation:

- Students are entitled to a full refund, without deduction, if a course is cancelled by us for any reason prior to its commencement.
- If ACE Community Colleges, closes or ceases to deliver any part of the course in which you are enrolled we will work with you to refund the part of the course yet to be delivered, transfer you to another similar course acceptable to you at no cost, find options for your transfer to another provider.

Student withdrawal:

- Fees paid will be refunded where written notice of withdrawal is provided at least five working days prior to course commencement. Note that \$50 will be deducted from the refund amount to cover administration costs.
- Students wishing to cancel fewer than five working days prior to their course commencing, or at any time after commencement, are not entitled to a refund although a partial refund may be paid at the discretion of the local college manager where exceptional circumstances can be demonstrated. All such requests must be in writing.

Changes:

- If there are any changes to your enrolment or to the information under which you were enrolled that affect you, we will advise you as soon as possible. This includes changes to the ownership of the College, or to any training delivery arrangement such as a third-party or other services.

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FURTHER INFORMATION

10. ACE STUDENT HANDBOOK

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 and a range of general information.
- While our Student Handbook also contains the specific details of the our complaints and appeals process, it can also be accessed on our website at <https://www.acecolleges.edu.au/students/>

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DELIVERY

11. DELIVERY ARRANGEMENTS

Course Duration

Nominal duration: 18 months
Connected Learning Program course structure:

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

Mode of delivery

Course work (delivery online) and negotiated monthly mentoring sessions with your trainer. Simulation requirements will be met in the online learning environment by using live video.