Lead Institute

BSB50120



BSB50120

DIPLOMA OF BUSINESS

Nationally Recognised Training

BRIEF SNAP SHOT

This National Recognised Accredited Course is perfect for people who want to elevate their skills and pursue careers in Business Administration, Banking and Finance, Insurance sector and Private Enterprises.

DELIVERY MODE

- **In-Person (Classroom):** Delivered at our Fortitude Valley Campus.
- **Online (Self-Paced):** Study at your own pace, anytime, anywhere.
- **Blended:** A combination of Online (Self-Paced) learning and interactive Virtual Workshops via Microsoft Teams with your trainer.

DURATION

12–18 months (depending on current skills, knowledge, and experience)

ENTRY REQUIREMENTS

- Students will undertake a Language, Literacy, Numeracy and Digital Skills (LLND) evaluation prior to enrolment to identify those with support requirements.
- Access to laptop/desktop computer.
- Access to internet and basic computer skills for online learning and assessment activities and submission.

LOCATION

Lead Institute - Fortitude Valley Campus
120 Brunswick St, Fortitude Valley

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COURSE FEE

Number of Units x12

$1,252 TOTAL

Breakdown:
$96 per unit x 12 units
+ $100 non-refundable administration fee (inclusive)

QUALIFICATION PATHWAY

BSB50420 Diploma in Leadership and Management

Other accounting and business-related qualifications

EMPLOYMENT OPPORTUNITIES

Upon successful completion of the BSB50120 Diploma of Business, you will be able to pursue job opportunities such as:

- Data Entry Operator
- Business Administration
- General Clerk
- Payroll Officer
- Business Support Officer

UNITS OF COMPETENCY

CORE UNITS

BSBCRT511	Develop critical thinking in others
BSBFIN501	Manage budget and financial plans
BSBOPS501	Manage business resources
BSBSUS511	Develop workplace policies and procedures for sustainability
BSBXCM501	Lead communication in the workplace

ELECTIVE UNITS

BSBLDR523	Lead and manage effective workplace relationships
BSBOPS502	Manage Business Operational plans
BSBOPS504	Manage Business Risk
BSBLDR522	Manage People Performance
BSBSTR501	Establish Innovative work environment
BSBSTR502	Facilitate Continuous Improvement
BSBPEF501	Manage Personal and professional development

STUDENTS ARE PROVIDED WITH THE FOLLOWING:

During Program

- All Learner Resources
- Qualified Trainer/Assessor with extensive industry experience
- Optional Additional Trainer/Assessor Support Sessions

Post Completion

- AQF Certificate and Transcript (full course completion)

RECOGNITION OF PRIOR LEARNING AND RECOGNITION OF CURRENT COMPETENCIES

Fast track your way to a formal qualification by earning credit for the things you already know. Get recognition for the skills you've gained from the workplace or previous learning means less study time for you, and getting the Certificate to prove you are qualified a whole lot sooner. We can assess your skills, directly apply credits from previous successful study, and give you advanced standing in your course.