



**Right Choice Training**

We Do It Right!

## Course Information

# BSB50120

## Diploma of Business

### START LEARNING

Kickstart your career. We deliver it right for you!

RTO No:45790

# BSB50120 Diploma of Business



RTO No: 45790

This qualification is nationally recognised under the Australian Qualifications Framework (AQF).

BSB50120 Diploma of Business is an ideal qualification for individuals currently working in administration or managerial roles such as program coordinators, administration officers, business managers or executive officers, aiming to gain a formal qualification to enhance and confirm their existing experience.

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have frontline management accountabilities.

## Why Study with Right Choice Training?

Programs that give you the outcome needed to be effective at work and in your career

Fair and competitive course fees with state of art LMS. Programs delivered to suite your work requirements and lifestyle. Study anywhere at anytime



You can study at any time, any place, with unlimited trainer support, fast assessment and feedback

Start straight after enrolment! No minimum course timeframe. You can complete the course as quickly as you choose but within the 18 months

## The Learning supports

You are well supported throughout your course, so you won't feel alone.

You'll have access and discuss your course work on a one-on-one basis with a specialist trainer via:

- Telephone
- Email
- Virtual Classroom, Zoom, MS Teams or Skype

Available between Monday to Friday 9am to 5pm (Sydney time).

## Course Duration

The course duration is 24 months. We find students that are genuinely motivated to progress through the course, can complete the full course in less than 24 months.

On average it may take you 50 - 55 hours to complete a unit of competency. However, this will be influenced by your experience, time availability and work rate.

## Who is responsible for your training?

Right Choice Training is responsible under the National Vocational Education and Training Regulator Act 2011 for the quality of the training and assessment being delivered in this course and for the issuance of all AQF certificates



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## How to study with Right Choice Training

This course is delivered entirely online, giving you the freedom to adapt it to your own lifestyle. We encourage you to study wherever you are, whenever you want. Grow your skills and get qualified without the constraints of attending physical classes.

## Accreditation

The BSB50120 Diploma of Business comprises 12 units of competency. Right Choice Training has organised these units of competency into relevant sequences so that progressive learning can be achieved. This results in an efficient delivery of training and assessment and a structure that is very logical for learners.

To be awarded this qualification, you are required to complete **12 units of competency**. Right Choice Training offers the following units:

### Core units (5)

- BSBBCRT511 Develop critical thinking in others
- BSBSUS511 Develop workplace policies and procedures for sustainability
- BSBFIN501 Manage budgets and financial plans
- BSBOPS501 Manage business resources
- BSBXCM501 Lead communication in the workplace

### Elective Units (7)

- BSBOPS504 Manage business risk
- BSBTWK503 Manage meetings
- BSBOPS502 Manage business operational plans
- BSBLDR522 Manage people performance
- BSBTWK502 Manage team effectiveness
- BSBLDR523 Lead and manage effective workplace relationships
- BSBPEF502 Develop and use emotional intelligence



This qualification contains multiple streams which you can choose from depending on the specific skill set you wish to attain. Consistent with qualification rules, we deliver the following specialisations

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BSB50120 Diploma of Business (Operations)

BSB50120 Diploma of Business (Leadership)

BSB50120 Diploma of Business (Organisational Development)

BSB50120 Diploma of Business (Compliance)

To find out more about the individual course units, [click here](#). If you wish to change any elective unit/s, please speak to one of our friendly staff.

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## National Recognition:

These competencies have been drawn from the nationally endorsed industry training package the Business Services Training Package (BSB). On successfully completing the training and assessment, the BSB Diploma of Business qualification will be issued. A transcript listing all units of competency will also be issued. The qualification and units of competency are nationally recognised and provide individuals with a valuable qualification that can be applied throughout Australia and the wider industries. Right Choice Training will issue a qualification within 15 days of the final assessment being completed.

## Program Outline:

Training is delivered as an online self-paced study mode. The course is offered online through Learning Management System. This means students complete their course at their own pace, using an online student portal. Training delivery support may include face-to-face webinars, self-paced study, directed research, and online learning activities and tasks. We offer learner a full circle of support and an engaging learning experience. We understand that it can be difficult to take that first step towards changing your life. Studying online with Right Choice Training will be different from how you have encountered study in the past. With us, study how and where you want, online but never alone.

## Entry and study requirements

You can enrol and start at any time!

The following local entry requirements apply to ensure applicants can fully engage in the course and have the required learning capacity to meeting the course requirements. Learners must:

- Be aged 18 years or over
- Have sound language and literacy skills (at least Year 10 English, or equivalent)
- Provide a valid ID with his/her picture and signature
- Able to commit to the course duration and time commitment
- Learners must have access to a computer and the internet
- All applicants must supply a Unique Student Identifier (USI) should their enrolment be successful

## Language, Literacy and Numeracy (LLN) Skill requirements

Upon enrolment, learners will be asked to confirm their previous qualifications and if required, LLN assessment will be conducted to confirm they have required level of Language, Literacy and Numeracy (LLN) Skills

## Learner Resource Requirements

Learners will require basic stationery and a notebook according to their study preferences during the self-paced study. The learner's access to a computer that has an internet connection is mandatory to allow learners to undertake self-paced study and prepare submissions for assessment

## Assessments

The assessment is conducted using a combination of realistic workplace tasks, written questions and answers, project work/portfolio of work, presentation and simulated case studies.

You will be required to submit your evidence for evaluation to the assessor, who will continue to maintain contact with you during the assessment decision-making process. You will also be provided with opportunities to adjust and resubmit your assessments based on the assessor's feedback.

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## Cost

This course is available on a fee for service arrangement. The current cost can be found on our website. Fee Schedule along with details of refund rights and obligations are provided in the fee schedule document which is available on Right Choice Training website under the learner support page.

The RTO's complaints and appeal procedure as well as other policies and procedures are available on Right Choice Training website under the learner support page.

## Study Pathways

Will previous study and experience count?

Right Choice Training recognises Recognition of Prior Learning (RPL) which considers the knowledge and skills you have already gained through your previous education and work history, attributing this to your enrolled qualification course. This may be through formal or informal training and can result in credits towards your qualification. More information can be found in the Right Choice Training Learner Handbook.


Future education pathways

After successfully completing BSB50120 Diploma of Business, you may like to enrol in a Advance Diploma of Business.

## Contact Right Choice Training and Get the ball rolling!

For further information or to enrol, contact us via:

 [www.rightchoicetraining.com.au](http://www.rightchoicetraining.com.au)

 (02) 8809 1900

 [admin@rightchoicetraining.com.au](mailto:admin@rightchoicetraining.com.au)

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