



# **BSB50120** **DIPLOMA** of Business

**Face to Face  
Training**

**Free Job Readiness  
Program**

**Free First Aid  
Certificate**

# ASMI

RTO No: 32217 | CRICOS Provider No: 03442E

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**1300 400 269** 

Suite 2.02 ,Level 2, 222 Pitt Street ,  
Sydney , 2000

# BSB50120 - Diploma of Business

(CRICOS Course Code:106481H)

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.

## EMPLOYMENT PATHWAYS

Executive Officer, Business Development Manager, Project Consultant, Compliance Manager, Office Manager, Business Sales Team Leader, Administrator, Corporate Services Manager, Contract Manager, Administration Manager.

## EDUCATIONAL OUTCOMES

After successful completion of this qualification, students may have the opportunity to progress into Advanced Diploma of Leadership and Management or a higher level qualification

## MATERIALS REQUIRED

All students are required to have access to a computer and the Microsoft Office suite with the ability to access and utilise databases

## COURSE CREDIT

Credit may be assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications.

## ENTRY REQUIREMENTS

Students must be over 18 years of age. Student visa applicants are required to provide the results of an English language test. Australian Skills Management Institute (ASMI) will accept test results from the following specified English language tests for student visa purposes taken in any country:

- The TOEFL Paper-Based Test (TOEFL iBT)
- International English Language Testing system (IELTS Test)
- Pearson Test of English (PTE) Academic
- Cambridge English: Advanced (CAE) test (also known as Certificate in Advanced English).

Students are required to reach a minimum level of English: IELTS 6.0 or TOEFL iBT 64 or PTE 50 or CAE 169. For further advice or assistance, please contact the International Student Manager.

Entry to this qualification is limited to those who:

- Have completed a Bachelor Degree in related fields of study.
- Have completed a Diploma or Advance Diploma qualification in related fields of study and 2 years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise.
- Have three years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise.

## DELIVERY MODELS

Classroom Based - offered in Brisbane and Sydney, classroom and workplace based (combination of training and assessment delivery methods, including written assessment, portfolio of evidence. 30 weeks full time.

RPL - offered in Australia, external based (combination of assessment of written evidence, practical observation and competency conversations), duration and fees will be determined by quality of evidence submitted and amount of gap training required. For more information on the RPL process please visit our website [asmitraining.edu.au](http://asmitraining.edu.au).

## FEE AND FUNDING ARRANGEMENTS

**Option 1** (30 weeks stand alone): Administration Fee: \$100.00, Resource Fees: \$200.00, Tuition Fees: \$5,000.00

**Option 2** (104 weeks Diploma of Leadership and Management + Advance Diploma of Leadership and Management package) Administration Fee: \$100.00, Resource Fees: \$400.00, Tuition Fees: \$16,000.00

## CONTACT US

Phone: 1300 400 269

Email:  
[admin@asmitraining.edu.au](mailto:admin@asmitraining.edu.au)

Website:  
[asmitraining.edu.au](http://asmitraining.edu.au)



## 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
BSBXC401	Lead communication in the workplace

## Elective Units

BSBHRM525	Manage recruitment and onboarding
BSBTWK503	Manage meetings
BSBLDR522	Manage people performance
BSBPEF501	Manage personal and professional development
BSBXDB501	Support staff members with disability in the workplace
BSBSTR502	Facilitate continuous improvement
BSBWHS521	Ensure a safe workplace for a work area



## Intake Dates 2024

22 JAN	23 MAR	15 APR	13 MAY	03 JUN
08 JUL	12 AUG	08 OCT	04 NOV	

## For more information

Speak to our international recruitment team

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