

Diploma of Business

Overview

The revised Diploma of Business combines several previous qualifications such as general Business, Customer Engagement and Administration into one qualification where parts can be used to build the most appropriate qualification. A Diploma of Business can be delivered as a general qualification or with a specialisation. We are currently able to deliver general Business, Business (Leadership), Business (Operations) and Business (Organisational Development) streams.

Individuals undertaking the course might be working in or towards a frontline management role. They likely already have substantial practical experience in one or more settings

Delivery and Structure

Delivery underpins our philosophy that work is the learning and learning is the work. We deliver a combination of formal training sessions and mentoring. We utilise a mix of on-the-job observation and questioning, and workplace-based projects throughout our assessment tasks.

Participants are encouraged to challenge their existing knowledge and extend their boundaries whilst they expand their skill base.

To successfully attain the BSB50120 Diploma of Business, students are required to complete a total of twelve (12) units of competency, comprising of either:

Diploma of Business

- 5 core units
- 2 Group A Electives
- 5 Electives* from Groups⁺ A B C D E

(Leadership)

- 5 core units
- 2 Group A Electives
- 4 Group B Electives
- 1 Elective* from Groups⁺ A B C D E

(Organisational Development)

- 5 core units
- 2 Group A Electives
- 4 Group D Electives
- 1 Elective* from Groups⁺ A B C D E

(Operations)

- 5 core units
- 6 Group A Electives
- 1 Elective* from Groups⁺ A B C D E

BSB50120 Diploma of Business



Duration:

This course is typically delivered over 9-24 months



Projects:

We believe that to get the most out of a training program, training should be applicable to the trainee's job role. Projects directly impact and relate to your business



Workplace mentors:

A workplace mentor will be assigned from within your business. This ensures that knowledge and skills are reinforced throughout the program.



*General Business courses may contain up to 2 imported electives from another Certificate IV, Diploma or Advanced Diploma course where it is relevant to job role and that FTS is able to deliver on. Specialisation courses provide for a single imported unit.

*FTS is able to offer a selection of units from these Groups, but not all units will be available and so these Specialisations are not offered. FTS cannot offer any units from Groups G or I and very limited selections from F and H at time of the production of this marketing material. All selections are subject to assessor and training/assessment resource availability.

Delivery Mode

Formal Delivery ➡

Mentoring ➡

Workplace Learning ➡

Formal Sessions

- Workplace-based
- face to face
- online
- correspondence
- blended

As needed

- Individual or group coaching sessions
- Application workplace based

Continuous

- Self paced
- Workbook or online
- Shadowing and observation
- On-the-job project facilitation and assessment

This nationally recognised qualification is delivered by Flexible Training Solutions RTOID 6333. It provides skills and knowledge to the industry standard. We actively tailor training for people from diverse backgrounds, including those with disabilities, and encourage all to apply.

For more information or to get started visit
www.flexibletrainingsolutions.com.au

Diploma of Business

The Diploma of Business has a broad range of units to select from. The below list doesn't cover all possibilities, but is instead a range of units that we believe give the best outcomes in the widest range of cases.

If there is something you're wanting to include in the course that isn't listed, please reach out via the contact details below or using the form on our website and we'll see how we can make that work. Please note that not all of our trainers can deliver all units and for some units choice of delivery method may be limited to online/ correspondence as a result.

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
BSBXC501	Lead communication in the workplace

Group A: Business Operations

BSBHRM525	Manage recruitment and onboarding
BSBOPS502	Manage business operational plans
BSBOPS504	Manage business risk
BSBPMG430	Undertake project work
BSBPMG530	Manage project scope
BSBTWK503	Manage meetings

Group B: Leadership

BSBLDR521	Lead the development of diverse workforces
BSBLDR522	Manage people performance
BSBLDR523	Lead and manage effective workplace relationships
BSBPEF501	Manage personal and professional development
BSBTWK501	Lead diversity and inclusion
BSBTWK502	Manage team effectiveness

Group D: Compliance

BSBWHS521	Ensure a safe workplace for a work area
-----------	---

Group C: Organisational Development

BSBCRT412	Articulate, present and debate ideas
BSBPEF401	Manage personal health and wellbeing
BSBPEF502	Develop and use emotional intelligence
BSBSTR501	Establish innovative work environments
BSBSTR502	Facilitate continuous improvement
BSBSUS411	Implement and monitor environmentally sustainable work practices
BSBSUS412	Develop and implement workplace sustainability plans
BSBSUS413	Evaluate and report on workplace sustainability

Group E: Business Development

BSBOPS404	Implement customer service strategies
BSBOPS505	Manage organisational customer service
BSBTWK401	Build and maintain business relationships

For more information contact us directly, or visit us online

Andrea Nicholas

@ andreanicholas@ftspl.com.au

0459 150 848

flexibletrainingsolutions.com.au

linkedin.com/company/flexible-training-solutions



NATIONALLY RECOGNISED
TRAINING

MSF53/1 01/08/2022