



**AUSTRALIAN  
COLLEGE**  
EXPANDING YOUR HORIZONS

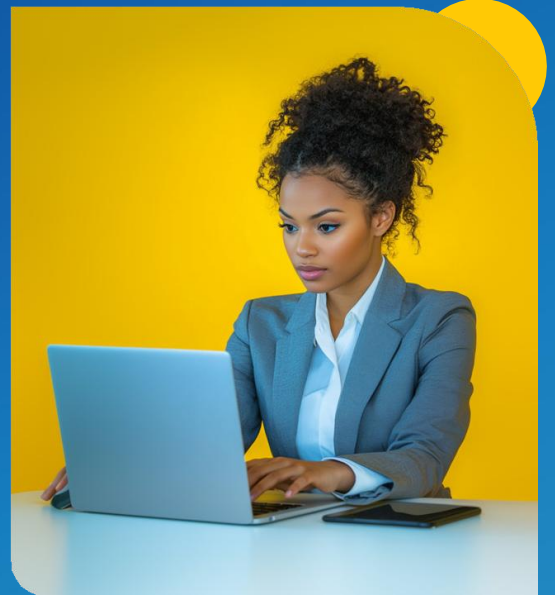
**Course Brochure**

**BSB50120**

**Diploma of Business**

[www.australiancollege.edu.au](http://www.australiancollege.edu.au)

# Why should you choose to study with Australian College?



## ✓ Flexible Learning

- Self paced
- Access your training wherever and whenever suits your lifestyle

## ✓ Unparalleled Support

- Full access to your virtual campus 24/7
- Unlimited trainer, assessor and student services support throughout your studies

## ✓ Payment Plans To Suit You

- Flexible, cost-effective, interest free, payment options
- Price-match opportunity available

## ✓ More Opportunities For You

- Thousands of our students have already graduated with nationally recognised qualifications
- Begin an exciting career with some of the best-known companies in Australia or Internationally
- Own and operate your own business
- Up skill and climb the corporate ladder
- Learn something different and take your hobby to the next level

**Join our graduates enjoying successful,  
exciting careers across many industries.**

# Our Courses


Use our key to help you identify where you're at and which course would be suitable for you.

Certificate level	Description
Certificate II	First job or entry into the workforce.
Certificate III	VET education for high school students.
Certificate IV	Already employed in an entry level job and looking to expand your knowledge, move up the corporate ladder.
Diploma	Already working and looking to move into a frontline management role, more senior position, or area of specialisation.

## Accredited Courses


### BSB50120 Diploma of Business

#### COURSE SUMMARY

Course Code:	BSB50120	Flexible duration:	Up to 14 months
Qualification gained:	Diploma of Business	Study load:	Self-paced
Training Package:	BSB Business Services Training Package	Start date:	Start anytime
Nationally recognised:			
Weekly Duration:	A minimum of 20hrs/week of structured learning and 10 hrs of assessment preparation is recommended for each unit of competency		
Delivery Methods:	Self-paced completed online in your own time, at your own pace, using an asynchronous study methodology, utilising mainly online delivery (eLearning) of learning materials.  We provide our students with ongoing support throughout the course duration via telephone, emails and/or virtual online meetings, on request.		
Assessment method:	Knowledge/theory-based short answer questions, case-studies, roleplays, projects, practical activities and observations and third-party reports. <small>Please note that practical demonstrations and roleplays will have to be video recorded and submitted via Australian College LMS</small>		
Course units:	<p>BSBCRT511 Develop critical thinking in others</p> <p>BSBFIN501 Manage budgets and financial plans</p> <p>BSBOPS501 Manage business resources</p> <p>BSBSUS511 Develop workplace policies and procedures for sustainability</p> <p>BSBXC501 Lead communication in the workplace</p> <p>BSBOPS502 Manage business operational plans</p> <p>BSBOPS504 Manage business risk</p> <p>SIRXMG005 Lead the development of business opportunities</p> <p>BSBHRM525 Manage recruitment and onboarding</p> <p>BSBLDR522 Manage people performance</p> <p>BSBSTR501 Establish innovative work environments</p> <p>BSBWHS521 Ensure a safe workplace for a work area</p>		<p>Core</p> <p>Core</p> <p>Core</p> <p>Core</p> <p>Core</p> <p>Elective</p> <p>Elective</p> <p>Elective</p> <p>Elective</p> <p>Elective</p> <p>Elective</p> <p>Elective</p>
	<small>Note: All of the above listed units of competency must be completed to receive the <b>BSB50120 Diploma of Business</b> full qualification. Students must select their specialisation units at the time of enrolment</small>		

### BSB50120 Diploma of Business (Business Development)


#### COURSE SUMMARY

Course Code:	BSB50120	Flexible duration:	Up to 14 months
Qualification gained:	Diploma of Business (Business Development)	Study load:	Self-paced
Training Package:	BSB Business Services Training Package	Start date:	Start anytime
Nationally recognised:			

<b>Weekly Duration:</b>	A minimum of 20hrs/week of structured learning and 10 hrs of assessment preparation is recommended for each unit of competency.	
<b>Delivery Methods:</b>	Self-paced completed online in your own time, at your own pace, using an asynchronous study methodology, utilising mainly online delivery (eLearning) of learning materials.  We provide our students with ongoing support throughout the course duration via telephone, emails and/or virtual online meetings, on request.	
<b>Assessment method:</b>	Knowledge/theory-based short answer questions, case-studies, roleplays, projects, practical activities and observations and third-party reports. <small>Please note that practical demonstrations and roleplays will have to be video recorded and submitted via Australian College LMS</small>	
<b>Course units:</b>	<p>BSBCRT511 Develop critical thinking in others</p> <p>BSBFIN501 Manage budgets and financial plans</p> <p>BSBOPS501 Manage business resources</p> <p>BSBSUS511 Develop workplace policies and procedures for sustainability</p> <p>BSBXC501 Lead communication in the workplace</p> <p>BSBOPS502 Manage business operational plans</p> <p>BSBOPS504 Manage business risk</p> <p>SIRXMGT005 Lead the development of business opportunities</p> <p>BSBTWK401 Build and maintain business relationships</p> <p>BSBOPS404 Implement customer service strategies</p> <p>SIRXSL5004 Drive sales results</p> <p>BSBLDR522 Manage people performance</p>	<p>Core</p> <p>Core</p> <p>Core</p> <p>Core</p> <p>Core</p> <p>Elective</p> <p>Elective</p> <p>Elective</p> <p>Elective</p> <p>Elective</p> <p>Elective</p> <p>Elective</p> <p>Elective</p>
	<small>Note: All of the above listed units of competency must be completed to receive the <b>BSB50120 Diploma of Business (Business Development)</b> full qualification. Students must select their specialisation units at the time of enrolment</small>	

## BSB50120 Diploma of Business (Business Operations)


### COURSE SUMMARY

<b>Course Code:</b>	BSB50120	<b>Flexible duration:</b>	Up to 14 months
<b>Qualification gained:</b>	Diploma of Business (Business Operations)	<b>Study load:</b>	Self-paced
<b>Training Package:</b>	BSB Business Services Training Package	<b>Start date:</b>	Start anytime
<b>Nationally recognised:</b>			

<b>Weekly Duration:</b>	A minimum of 20hrs/week of structured learning and 10 hrs of assessment preparation is recommended for each unit of competency	
<b>Delivery Methods:</b>	Self-paced completed online in your own time, at your own pace, using an asynchronous study methodology, utilising mainly online delivery (eLearning) of learning materials.  We provide our students with ongoing support throughout the course duration via telephone, emails and/or virtual online meetings, on request.	
<b>Assessment method:</b>	Knowledge/theory-based short answer questions, case-studies, roleplays, projects, practical activities and observations and third-party reports. <small>Please note that practical demonstrations and roleplays will have to be video recorded and submitted via Australian College LMS</small>	
<b>Course units:</b>	<p>BSBCRT511 Develop critical thinking in others</p> <p>BSBFIN501 Manage budgets and financial plans</p> <p>BSBOPS501 Manage business resources</p> <p>BSBSUS511 Develop workplace policies and procedures for sustainability</p> <p>BSBXC501 Lead communication in the workplace</p> <p>BSBOPS502 Manage business operational plans</p> <p>BSBOPS504 Manage business risk</p> <p>BSBHRM525 Manage recruitment and onboarding</p> <p>BSBPMG430 Undertake project work</p> <p>BSBTWK503 Manage meetings</p> <p>BSBOPS503 Develop administrative systems</p> <p>BSBLDR522 Manage people performance</p>	<p>Core</p> <p>Core</p> <p>Core</p> <p>Core</p> <p>Core</p> <p>Elective</p> <p>Elective</p> <p>Elective</p> <p>Elective</p> <p>Elective</p> <p>Elective</p> <p>Elective</p>
	<small>Note: All of the above listed units of competency must be completed to receive the <b>BSB50120 Diploma of Business (Business Operations)</b> full qualification. Students must select their specialisation units at the time of enrolment</small>	


## BSB50120 Diploma of Business (Leadership)

### COURSE SUMMARY

Course Code:	BSB50120	Flexible duration:	Up to 14 months
Qualification gained:	Diploma of Business (Leadership)	Study load:	Self-paced
Training Package:	BSB Business Services Training Package	Start date:	Start anytime
Nationally recognised:			
Weekly Duration:	A minimum of 20hrs/week of structured learning and 10 hrs of assessment preparation is recommended for each unit of competency		
Delivery Methods:	<p>Self-paced completed online in your own time, at your own pace, using an asynchronous study methodology, utilising mainly online delivery (eLearning) of learning materials.</p> <p>We provide our students with ongoing support throughout the course duration via telephone, emails and/or virtual online meetings, on request.</p>		
Assessment method:	<p>Knowledge/theory-based short answer questions, case-studies, roleplays, projects, practical activities and observations and third-party reports.</p> <p>Please note that practical demonstrations and roleplays will have to be video recorded and submitted via Australian College LMS</p>		
Course units:	<p>BSBCRT511 Develop critical thinking in others</p> <p>BSBFIN501 Manage budgets and financial plans</p> <p>BSBOPS501 Manage Business Resources</p> <p>BSBSUS511 Develop workplace policies and procedures for sustainability</p> <p>BSBXC501 Lead communication in the workplace</p> <p>BSBOPS502 Manage business operational plans</p> <p>BSBOPS504 Manage business risk</p> <p>BSBLDR522 Manage people performance</p> <p>BSBTWK501 Lead diversity and inclusion</p> <p>BSBLDR523 Lead and manage effective workplace relationships</p> <p>BSBPEF501 Manage personal and professional development</p> <p>BSBSTR501 Establish innovative work environments</p>		<p>Core</p> <p>Core</p> <p>Core</p> <p>Core</p> <p>Core</p> <p>Elective</p> <p>Elective</p> <p>Elective</p> <p>Elective</p> <p>Elective</p> <p>Elective</p> <p>Elective</p>
	<p>Note: All of the above listed units of competency must be completed to receive the <b>BSB50120 Diploma of Business (Leadership)</b> full qualification. Students must select their specialisation units at the time of enrolment</p>		

## BSB50120 Diploma of Business (Organisational Development)

### COURSE SUMMARY

Course Code:	BSB50120	Flexible duration:	Up to 14 months
Qualification gained:	BSB50120 Diploma of Business (Organisational Development)	Study load:	Self-paced
Training Package:	BSB Business Services Training Package	Start date:	Start anytime
Nationally recognised:			
Weekly Duration:	A minimum of 20hrs/week of structured learning and 10 hrs of assessment preparation is recommended for each unit of competency		
Delivery Methods:	<p>Self-paced completed online in your own time, at your own pace, using an asynchronous study methodology, utilising mainly online delivery (eLearning) of learning materials.</p> <p>We provide our students with ongoing support throughout the course duration via telephone, emails and/or virtual online meetings, on request.</p>		
Assessment method:	<p>Knowledge/theory-based short answer questions, case-studies, roleplays, projects, practical activities and observations and third-party reports.</p> <p>Please note that practical demonstrations and roleplays will have to be video recorded and submitted via Australian College LMS</p>		
Course units:	<p>BSBCRT511 Develop critical thinking in others</p> <p>BSBFIN501 Manage budgets and financial plans</p> <p>BSBOPS501 Manage Business Resources</p> <p>BSBSUS511 Develop workplace policies and procedures for sustainability</p> <p>BSBXC501 Lead communication in the workplace</p> <p>BSBOPS502 Manage business operational plans</p> <p>BSBOPS504 Manage business risk</p> <p>BSBSTR501 Establish innovative work environments</p>		<p>Core</p> <p>Core</p> <p>Core</p> <p>Core</p> <p>Core</p> <p>Elective</p> <p>Elective</p> <p>Elective</p>

BSBSTR502 Facilitate continuous improvement	Elective
BSBPEF502 Develop and use emotional intelligence	Elective
BSBCRT412 Articulate, present and debate ideas	Elective
BSBLDR522 Manage people performance	Elective

Note: All of the above-listed units of competency must be completed to receive the **BSB50120 Diploma of Business (Organisational Development)** full qualification. Students must select their specialisation units at the time of enrolment.

**Course Completion:** This qualification consists of 12 units (5 core units and 7 elective units). Students obtaining a 'Competent' result for all units of competency will achieve the **BSB50120 Diploma of Business** certificate, including the specialisation completed. A Statement of Attainment will be issued to students who complete less than the required units for the full qualification.

\*Note: Australian College does not guarantee successful completion of the course nor guarantees a particular employment outcome on completion of the qualification.

**Career opportunities:** Students completing this qualification can aspire to work in a position of Office Manager, Team Leader, Corporate Services Manager, Customer Service Manager, Administration Manager, Executive Officer, Business Development Manager, Project Consultant, Office Manager, Business Sales Manager.

## COURSE DESCRIPTION/SUMMARY

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.

Students can choose various specialisations when studying this course.

Australian College has chosen following specialisations for its training delivery and assessment:

- Business
- Business Development
- Business Operations
- Business Leadership
- Business Organisational Development

\*Note: Students must select their specialisation units at the time of enrolment.

## WORK PLACEMENT\* (Experience)

This qualification does not require mandatory work placement. However, Australian College recommends students to have access to a real office work environment for them to practice and complete assessment tasks using specific software and equipment.

While Australian College will support this by providing the student with a 'Work Experience Agreement' including a logbook of all hours performed in the workplace as well as the tasks to be completed, it is the student's responsibility to find a workplace where they can experience practical applications and complete assessment tasks.

## ENTRY REQUIREMENTS

The training package does not stipulate any mandatory entry requirements for the qualification delivered by this course. However, Australian College has certain admission criteria for this course. Prospective students must:

- Students should be a minimum of 18 years of age at the time of enrollment. Applications from students under 18 may be considered on an individual basis, with parental consent required for all students under 18.
- obtain their Unique Student Identifier (USI) and provide it to Australian College
- complete the pre-enrolment process including the pre-enrolment Language, Literacy and Numeracy test
- agree to comply with Australian College policies and procedures as published on the website and outlined in the Student Handbook

Students must have access to and be able to operate:

- An internet-enabled PC/Laptop or similar running a current operating system (E.g Windows 10 or Mac OSX)
- An audio/video recording device (such as a mobile phone) for the purpose of preparing audio/video assessment recordings
- Microsoft Office (or compatible software)
- Current web browser (e.g., Chrome)
- Adobe Acrobat Reader or another PDF document viewer
- Valid email address

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## QUALIFICATION PATHWAYS

On successful completion of this qualification, students may choose to undertake further studies in a qualifications of their choice building further on a potential career for the future. Below are listed some Diploma level qualifications that students may choose to continue their studies:

- BSB50320 Diploma of Human Resources Management
- BSB50420 Diploma of Leadership and Management
- BSB50820 Diploma of Project Management

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## TARGET GROUP

Prospective students would see this course as a stepping-stone in their career development, regardless of their current role. It may be a job requirement or a request from and supported by their employer. For some prospective students, undertaking this course may also be at their own initiative, aligning with their personal or professional career objectives.

Prospective students may be:

- Potential students who want to develop skills and knowledge to gain employment in a business environment or would like to own their own business;
- Employees who have previously worked in this area but don't have formal recognised qualifications
- Mature aged workers who want to upskill and improve their employment opportunities for entrepreneurship or to start their own business
- Students who studied previously with Australian College

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## RECOGNITION OF PRIOR LEARNING (RPL) AND CREDIT TRANSFER

RPL and Credit Transfer is available for all students to consider. Students will be provided with information about RPL and Credit Transfer prior to enrolment. Australian College will recognise the AQF qualifications and statements of attainment issued by other RTO's, upon verification with the issuing organisation.

For more information on RPL and Credit Transfer please refer to the student handbook.

Email us for inquiries at [admin@australiancollege.edu.au](mailto:admin@australiancollege.edu.au).

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## NSW GOVERNMENT FUNDING

This course is subsidised by the NSW government under the Smart and Skilled program. For more information and if you qualify for funding, please visit our website at: <https://www.australiancollege.edu.au/smart-and-skilled-funding/>.

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## WHERE CAN I FIND MORE INFORMATION

It is important to us that prospective students have all the information needed to ensure this is the right course for them and we are the right training provider for them.

Please, visit our website at [www.australiancollege.edu.au/](http://www.australiancollege.edu.au/) and read our Student Handbook, our policies and procedures for more information needed to make that all-important decision.

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## Overseas Students Policy

This course is not available to students on an Overseas Student Visa. As defined in the ESOS Act 2000, 'Overseas students' are not eligible to apply to enrol in this nationally recognised course, nor are they eligible for certification. Please refer to the student handbook.

Document Review:           October 2025

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## AUSTRALIAN COLLEGE

EXPANDING YOUR HORIZONS

**If you have any questions about the  
College, our courses, or need help with  
enrolment, please contact us.**



**Unit 10 17 Gerrale Street  
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RTO: 91110  
Centrelink: 2P721**



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