

# Your Next Steps in Your Career

## BSB50120

## Diploma of Business + Diploma of Business Operations

### Course Details

**Course Code:**

BSB50120 (General) +  
BSB50120 (Operations)

**Duration:**

6-12 months  
(depending on  
experience)

**Delivery:**

Online + Unlimited  
Phone Sessions

**Nationally  
Recognised:**

Yes

**Suitable Roles:**

- Re-enter the workforce
- Career swapping
- Admin experience but no formal qualification
- Wanting to update skills



### Who is this course for?

If you want to gain the essential skills to manage business operations within your organisation. During this course you will learn how to run day-to-day operations smoothly, Manage business operational plans, undertake project work, facilitate continuous improvement, and developing personal work priorities to help support you in a variety of roles.

### Where can this course take you?

Your pathway into University! Gain entry into 2nd year University (Accounting, Business, Management, IT, or Hospitality studies) or entry into a 1st Year University Degree with over 30 courses to choose from.

Eligibility for a membership with Professional Associations, such as Institute of Managers and Leaders and The Australian Institute of Office Professionals.

*"My Diploma has allowed me to enter a new role and expand my horizons within my industry. This course has allowed me to enter a new role of Site Coordinator, I previously came from a plumbing tradesman background. I was acknowledged for my drive and ability to learn and recognised the skills gained from completing this course..."*

— James Metassa

\*Accurate as 13/3/2023 For the latest information see our webpage.

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### CONTACT US



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# How much will it cost?

## NSW Funded

There is lots of funding available at the moment: subsidies, payment plans, government grants that may make your course 100% FEE-FREE or at least pay \$0 upfront to start...

You are welcome to have a browse of our funding options page by [Clicking Here](#) but you'll probably find more than one that will fit you.

To see what you are eligible for, either complete the free funding quiz below quick or just give us a call on 1800 998 500 and we will work out the best option for you.

### NSW Smart and Skilled Subsidy

You may be eligible for a fully funded **FEE-FREE** qualification with us through the NSW Skilling for Recovery – JobTrainer program.

Take advantage while the government helps pay for your course. Don't miss out on this opportunity to stand out from the crowd on your next job application.

'Training under JobTrainer is fee-free and fully funded by the NSW and Commonwealth governments'



[CLICK HERE FOR MORE INFO](#)

Click the **FREE FUNDING QUIZ** icon on the right and complete a few questions to find out which funding option suits you best.

[FUNDING QUIZ](#)

### Confused which options may suit you?

Our friendly staff are here to help you out. Give us a call and we will work out the best options for you. Click the button to book a call, or chat to us online.

[CONTACT US](#)

### Units

There are **12 units** in this qualification.

Your units may differ depending if you have credits, if you are completing another qualification also at the same time or if you have chosen different electives.

#### BSBPEF402

Develop personal work priorities

#### BSBSTR502

Facilitate continuous improvement

#### BSBXCM501

Lead communication in the workplace

#### BSBTWK503

Manage meetings

#### BSBCRT511

Develop critical thinking in others

#### BSBOPS504

Manage business risk

#### BSBWHS521

Ensure a safe workplace for a work area

#### BSBOPS501

Manage business resources

#### BSBOPS502

Manage business operational plans

#### BSBFIN501

Manage Budgets and financial plans

#### BSBSUS511

Develop workplace policies and procedures for sustainability

#### BSBPMG430

Undertake project work



### NEXT STEPS

1

#### Choose Funding

Complete our **Funding Quiz** OR **Call Us on 1800 998 500** to find out what funding you are eligible for.

2

#### Enrol!

Meet your Completion Coach and Trainer and get started on your course.