



BSB50120

# DIPLoma OF BUSINESS

Cricos Course Code : 112822H



**Ready to become a professional business leader?**

**Melbourne CBD Campus**  
Level 6, 416-420 Collins Street  
Melbourne, VIC 3000

**Port Melbourne Campus**  
235 Ingles Street  
Port Melbourne, VIC 3207

**Let's achieve together**  
RTO No.: 41315 | CRICOS Provider Code: 03446A

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# Course Overview

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.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Source: <https://training.gov.au/Training/Details/BSB50120>

## Career opportunities

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

## Entry Requirements

- All students must be aged 18 years or over (International students) at the time of applying for admission to the College.
- Satisfactory completion of studies in applicant's home country equivalent to an Australian Year 11/12 qualification
- If student's educational qualifications do not meet OC's admission requirements, other factors may be considered at the discretion of OC. (Please contact admission staff for more details and refer to Application, Enrolment and Orientation policy for further details)
- IELTS band score of overall 6 (Academic or General) or equivalent in line with the Department of Education and the [Department of Home Affairs](#) (DOHA) regulations. (Refer to the [DOHA's website](#)).
- Learners are required to be competent in written and spoken English and will undertake a Language, Literacy and Numeracy test prior to commencing the training. Refer to LLN policy for further details.
- Bring Your Own Device (BYOD) Policy is applicable for this course. Your device must have camera and speaker functions.
- Internet Access with a computer with up-to-date software, including Microsoft Office, Adobe Acrobat Reader and Adobe Flash Player
- Basic digital literacy (ability to communicate and access information through digital technologies like internet platforms, social media, search engines, emails and basic use of MS office products).

Please refer to our BYOD Policy for details

BSB50120

### Diploma of Business

This course is delivered by Orange International College Pty. Ltd. | ABN : 15 167 063 596, CRICOS Provider Code : 03446A | RTO No : 41315

#### Course Information

Student	International/ Overseas (Fee for Service)
Delivery Mode	Blended learning model (70% face-to-face and 30% guided online learning)
Campus locations	Training room, Level 6, 420 Collins Street, Melbourne 3000
CRICOS Course Code	112822H
Duration	This qualification will be delivered as full-time study over the course of 52 weeks including 7 weeks as breaks/holidays. Duration may vary based on mode of delivery and/or RPL and CT
Intake	For more information, please visit our website <a href="http://www.orange.edu.au">www.orange.edu.au</a> or contact 1300069642
Fees	For more information, please visit our website <a href="http://www.orange.edu.au">www.orange.edu.au</a> or contact 1300069642

## Learning outcomes

On successful completion of this course the learners are going to be awarded BSB50120 Diploma Of Business, which is a nationally recognised qualification.

Students who do not complete all units may be eligible for a Statement of Attainment in partial completion of the BSB50120 Diploma Of Business.

#### Pathway (but not limited to)

Diploma	Advanced Diploma	Graduate/Diploma
BSB50120 Diploma of Business	BSB60120 Advanced Diploma of Business or BSB60420 Advanced Diploma of Leadership and Management	BSB80120 Graduate Diploma of Management (Learning)

Source :

<https://www.myskills.gov.au/courses/details?Code=BSB50120> and <https://training.gov.au/Training/Details/BSB50120>



## Packaging Rules

To achieve this qualification, the candidate must demonstrate competency in 12 units of competency, including: 5 core units, 7 elective units

An asterisk (\*) against a unit code below indicates that there is a prerequisite requirement that must be met. Prerequisite unit/s must be assessed before assessment of any unit of competency with an asterisk. All prerequisite requirements are packaged in the qualification

- 2 elective units must be selected from Group A

- for the remaining 5 elective units:

- up to 5 units may be selected from Groups A – I

- if not listed, up to 2 units may be selected from a Certificate IV, Diploma or Advanced Diploma from this or any other currently endorsed Training Package qualification or accredited course.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

The full list of units can be found within the Business Services Training Package. The units offered by the Orange College are listed below:

#### Core Units

Unit Code	Unit Name
BSBCRT511	Develop critical thinking in others
BSBFIN501	Manage budgets and financial plans
BSBOP5501	Manage business resources
BSBSU5511	Develop workplace policies and procedures for sustainability
BSBXC501	Lead communication in the workplace

#### Electives Units

Unit Code	Unit Name
BSBOP5504	Manage business risk
BSBOP5502	Manage business operation plans
BSBCMM511	Communicate with influence
BSBTWK503	Manage meetings
BSBPEF502	Develop and use emotional intelligence
BSBLDR523	Lead and manage effective workplace relationships
BSBTWK502	Manage team effectiveness

## Delivery Arrangements (Blended Learning Model)

#### Delivery Mode

The training will be delivered in 52 weeks with classes scheduled for 45 weeks and 7 weeks of break/ extra tutorials/reassessment period as per the requirement of individual student/learner.

Classroom delivery is implemented by setting up an appropriate training plan, indicating the units and sequence of delivery and access to LMS.

#### Study Mode

Full time (20 hours per week – 70% hours face to face and 30% hours online), Learners may require 5 hours\* of self-directed learning per week (\*Indicative only).

*Note: Please refer to the OC COVID-19 page for information regarding course updates Source: <https://www.orange.edu.au/covid-19-information/>*

## Assessment Methods

Assessment methods for this qualification include Guided Online Learning and Training (GOLT), written questions, projects, observations, presentations, case studies, reports and practical activities in a simulated environment. GOLT are online, auto-marked summative assessments like True/False, Fill-in-the-Blanks, and Multiple-Choice questions.

## Recognition of Prior Learning (RPL) and Credit Transfer (CT)

#### Credit Transfer

If a certificate or statement of results is produced and verified, a credit transfer process will be initiated by Orange College in relation to the units as per the training plan. Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications. (Source: AQF)

#### RPL/RCC

Upon enrolment of all learning programs, Orange College's code of practice states that all candidates for assessment will be offered RPL. This is reiterated in the student handbook and acknowledged in writing. RPL is an assessment process that assesses an individual's non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry and/or partial or total completion of, a qualification.

"Recognition of prior learning is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit." (Source: AQF)

