



Sheffield  
College  
Australia

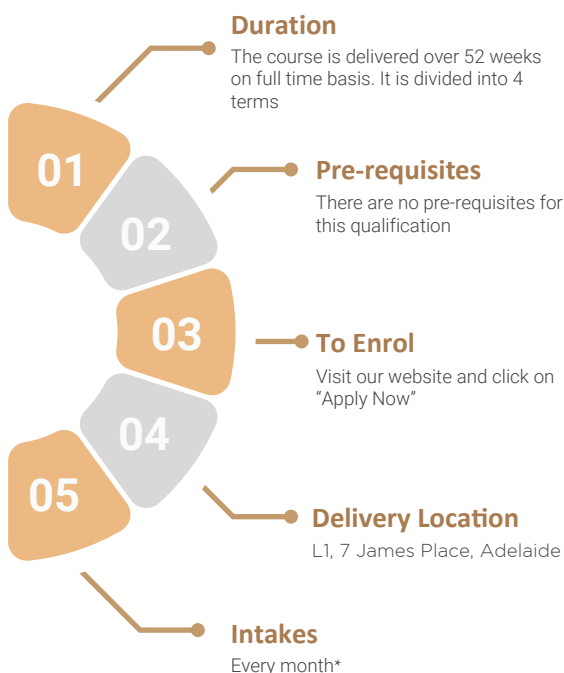
RTO 40277 CRICOS 03034K



# DIPLOMA OF BUSINESS

COURSE Code-BSB50120  
CRICOS Code-109103K

2023



## DESCRIPTION

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have front-line 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.

## ENTRY REQUIREMENTS

Successful completion of Year 12 or equivalent level of studies. International students must be 18 years of age and must possess an IELTS overall band score of 5.5 or equivalent. Students who do not meet the minimum IELTS requirement will be referred to an accredited English Language Training provider to undertake an English Language course prior to commencing this qualification. Students may be required to take an LLN test.

## CAREER OPPORTUNITIES

The qualification prepares you for some of the following jobs including:

- Executive Officer
- Program Consultant
- Program Coordinator

*\*Except December*

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

A Premium Education Provider

## STUDY PATHWAYS

Students completing this course can go on to undertake Advanced Diploma of Business or qualifications at higher levels or may start working in the industry.

## ASSESSMENTS

Students will be assessed by means of written assignments, oral questioning and presentation, case studies, application of knowledge, practical demonstration of skills and overall observation of student's performance and activities.

## QUALIFICATION

Students successfully completing the course will receive the Diploma of Business under AQF. Students who exit without completing the course will be awarded Statement of Attainment for units of competency successfully completed.

## SELECTION PROCESS

Students must meet all entry requirements as published on our website for the course. Students may be required to attempt an LLN test.

## FACILITIES

- State of the art multi-media
- Highly qualified trainers
- Computers and printing facilities
- Simulated workplace

## DELIVERY MODE

The course is delivered face-to-face in the class through lecturing, presentations, videos and practical demonstrations. We may deliver part of the course via other means if face-to-face mode is not permitted.

## TIMETABLE

Students will be provided a training plan for the entire course at the orientation.

## SUPPORT SERVICES

A range of support services are provided by Sheffield College including but not limited to language, literacy and numeracy, disability, counselling, learning etc.

## RPL AND CREDITS

Recognition of Prior Learning or credits for already successfully completed units of competency are provided. Students must apply for RPL and credits at the time of admission.



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# DIPLOMA OF BUSINESS

## FEE

Students are provided details of all applicable fee upfront and detailed in their offer letter. Our Fee Policy is also published on our website.

## ARTICULATION

Students who successfully complete this qualification may also continue to further their studies at a higher vocational or undergraduate level in associated disciplines. Being an AQF based qualification, students can apply for advanced credit standing in the relevant university degree.

## COURSE STRUCTURE

BSBCRT511	Develop critical thinking in others	Core
BSBFIN501	Manage budgets and financial plans	Core
BSBOPS501	Manage business resources	Core
BSBSUS511	Develop workplace policies & procedures for sustainability	Core
BSBXCM501	Lead communication in the workplace	Core
BSBTWK503	Manage meetings	Elective
BSBHRM525	Manage recruitment & onboarding	Elective
BSBOPS502	Manage business operational plans	Elective
BSBOPS504	Manage business risk	Elective
BSBTWK501	Lead diversity and inclusion	Elective
BSBPEF501	Manage personal & professional development	Elective
BSBLDR523	Lead & manage effective workplace relationships	Elective

*\*Please note: Electives may be substituted/replaced at any time without prior notice.*

