



START LEARNING

Kickstart your career with a nationally
recognised course

BSB50120

Diploma of Business (Business Operations)

Course Information

BSB50120 Diploma of Business (Business Operations)

This course is nationally accredited by the Australian Government under the Australian Qualifications Framework (AQF).

Why Study with LET Training?



**NATIONALLY RECOGNISED
TRAINING**

RTO No. 41179

Contact LET Training

Email: enquire@lettraining.com.au

Phone: 02 9633 3929



Affordable
Competitive Course Price



Adaptable
Study Anywhere at Any Time



Approachable
Unlimited Trainer Support



Acheivable
Fast Assessment Response

Course Overview

BSB50120
Diploma of Business
(Business Operations)

Delivery mode:
Online (Self-paced)

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.

Units of Study

This qualification is nationally recognised under the Australian Qualifications Framework (AQF).

To be awarded this qualification, you are required to complete **12 units of competency**. LET Training offers the following units:

Diploma of Business (Business Operations)

Core units (5):

- BBSBCRT511 Develop critical thinking in others
- BSBFIN501 Manage budgets and financial plans
- BSBOPS501 Manage business resources
- BSBSUS511 Develop workplace policies and procedures for sustainability
- BSBXCM501 Lead communication in the workplace

Elective units (7):

- BSBHRM525 Manage recruitment and onboarding
- BSBOPS502 Manage business operational plans
- BSBOPS503 Develop administrative systems
- BSBOPS504 Manage business risk
- BSBSTR502 Facilitate continuous improvement
- BSBTWK503 Manage meetings
- BSBWHS521 Ensure a safe workplace for a work area

To find out more about the individual course units, check out the **Appendix – Course Unit Information** at the end of this document. If you wish to change any elective unit/s, please speak to one of our friendly course advisors.

Entry and Study Requirements

You can enrol and start at any time!

We are committed to seeing you through your course. To ensure you have the best chance of successfully completing your course, the following entry and study requirements apply.

- Select an area of specialisation to meet your training needs; and
- Current Year 12: Successful completion of Australian Year 12 or equivalent or the Australian Senior VCAL Certificate; or Non-Year 12: Completion of post-secondary studies; or
- Have at least 2 years' work experience; and
- Have access to a fully-functional computer loaded with a web browser, web camera and appropriate software applications to read PDF files and produce documents (using Microsoft Suite); and

- Have reliable internet access; and
- Have a valid email account and a telephone with a valid telephone number for learning and assessment communication, support session; and
- Participating in interactive assessment activities and interviews.

Skills needed for studying:

- **Language and literacy skills** at a level that enables you to read, interpret, communicate and apply a range of information and data, to write reports and other business documents for a variety of audiences, and to present and address issues.
- **Numeracy skills** at a level that enables you to plan and manage time, resources and budgets, to read and understand workplace figures, statistics and measurements, and to solve routine workplace and operational problems.
- **Technology skills** to conduct online research using a web browser and to use a variety of software applications to send emails with attachments, participate in web based communications, read PDF files, produce documents, analyse information and data.
- **Research skills** to be able to research information and data from a variety of sources.
- **Attention to details** to successfully complete all assessment tasks to the required published standard.

CONTACT US

Speak to LET Training Course Advisor if you:

- Need more information regarding the learning outcomes of the specialised areas
- Unsure if this is the right courses for career development or future job opportunities.

Contact us at:

Ph: 02 9633 3929

Email: enquire@lettraining.com.au

How to Study with LET Training?

Online & Self-paced

You can study at any time, any place, with maximum flexibility.

Enrol at any time and start straight after enrolment!

- From the date of enrolment registration, **you have up to 12 months to complete this qualification**, but you may complete it in less time.
- We find our students complete this qualification with varying timeframes. It just depends on your life situation and time availability.

Payment Plans

- Weekly, Fortnightly, Monthly or pay the full course upfront, simply tick one that suits you the best.

No minimum or structured timeframe but effective time management!

- You can complete the course as quickly as you choose.
- We find students that are genuinely motivated to progress through the course, can complete the full course in less than 12 months.
- On average it may take you 50-60 hours to complete a unit of competency. However, this will be influenced by your experience, time availability and work rate.

Assessments

Upon enrolment, you will be provided with detailed assessment task specifications and activities specific to the relevant unit of competency (via the Learning Management System). For example, you may be required to:

- Complete projects and/or portfolios of evidence;
- Answer a series of knowledge-based short answer questions;
- Participate in interviews and/or interactive activities in a simulated business environment.

You will be required to submit your evidence for evaluation to the assessor, who will continue to maintain contact with you during the assessment decision-making process. You will also be provided with opportunities to adjust and resubmit your assessments based on the assessor's feedback.

Learning Support

You are well supported throughout your course, so you won't feel alone!

LET Training strives in many ways to support you in your learning. This includes:

Providing resources and services accessible to our online and recorded webinars and support resources published on LET Training website Learning Support page; and

Unlimited opportunities to discuss your course work on a one-on-one basis with a specialist trainer between **Monday to Friday, 9am to 5pm (NSW Business Days and Time)** via:

- Telephone
- Email
- Webbased applications (e.g. Skype, Zoom, Microsoft Teams).

Career Opportunities

Successful completion of the Diploma of Business can qualify you for a range of roles and positions, including:

- Team Leader/Supervisor
- Office administrator
- Receptionist
- Frontline manager
- Records management officer
- Assistant to senior manager
- Customer support officer

Recognition of Prior Learning (RPL)

For those currently working in an administrative and office management position, with over 5 years working experience, ask our friendly course consultants about Recognition of Prior Learning (RPL) eligibility. One of our expert trainers will develop a tailored training plan for you based on your existing role and experience.

Study Pathways

Will previous study and experience count?

LET Training recognises Recognition of Prior Learning (RPL) which considers the knowledge and skills you have already gained through your previous education and work history, attributing this to your enrolled qualification course. This may be through formal or informal training and can result in credits towards your qualification. More information can be found in the LET Training Student Handbook.

Future education pathways

After successfully completing the Diploma of Business (Business Operations), you may like to enrol in LET Training's Advanced Diploma of Business for further potential career opportunities.

Enrol with LET Training

LET Training offers a range of Business, Leadership and Management, Human Resources, WHS and administration qualification courses.

For further information or to enrol, contact us via:



www.lettraining.com.au



(02) 9633 3929



enquire@lettraining.com.au

Appendix – Course Unit Information

BSB50120 Diploma of Business (Business Operations)

Unit of competency	Applications
Core Units	
BSBCRT511 Develop critical thinking in others	<p>This unit describes the skills and knowledge required to develop critical and creative thinking skills in others within a workplace context.</p> <p>The unit applies to individuals who are developing and coaching others, for whom critical thinking skills (including analysis, synthesis, and evaluation) are an important part of their job roles. This unit applies to individuals who are typically responsible for leading teams.</p>
BSBFIN501 Manage budgets and financial plans	<p>This unit describes the skills and knowledge required to undertake financial management in an organisation or work area. It includes planning and implementing financial management approaches and supporting and evaluating effectiveness of financial management processes.</p> <p>The unit applies to managers in a wide range of organisations and sectors who have responsibility for the effective use of financial resources within work teams. They are responsible for ensuring that financial resources are managed in line with the financial objectives of the team and organisation.</p>
BSBOPS501 Manage business resources	<p>This unit describes the skills and knowledge required to manage resources according to planned business strategies. It includes analysing resource requirements, developing resource plans, allocating resources, and reviewing and reporting on resource usage.</p> <p>The unit applies to individuals with a role in allocating and monitoring the use of physical and/or human resources to meet defined business objectives.</p>
BSBSUS511 Develop workplace policies and procedures for sustainability	<p>This unit describes the skills and knowledge required to develop and implement workplace sustainability policies and to modify the policy to suit changed circumstances.</p> <p>The unit applies to individuals with managerial responsibilities who undertake work developing approaches to create, monitor and improve strategies and policies within workplaces. These individuals also engage with a range of relevant stakeholders and specialists.</p> <p>'Sustainability' in this unit refers to a broad approach that focuses on the minimisation of an organisation's social, economic and environmental impact, as well as proactive value creation in these areas.</p>
BSBXC501 Lead communication in the workplace	<p>This unit describes the skills and knowledge required to lead communication in the workplace within any industry.</p> <p>This unit has a specific focus on the communication skills required for team leaders with responsibility for other workers.</p>
Business operations	
BSBHRM525 Manage recruitment and onboarding	<p>This unit describes the skills and knowledge required to manage all aspects of recruitment and onboarding processes according to organisational policies and procedures.</p> <p>The unit applies to individuals who take responsibility for managing aspects of recruiting, selecting new staff and orientating those staff in their new positions. The individual may be directly involved in the recruitment processes themselves or coordinating the process.</p>

BSBOPS502 Manage business operational plans	<p>This unit describes the skills and knowledge required to develop and monitor the implementation of operational plans to support efficient and effective workplace practices and organisational productivity and profitability.</p> <p>The unit applies to individuals who manage the work of others and operate within the parameters of a broader strategic and/or business plans.</p>
BSBOPS503 Develop administrative systems	<p>This unit describes the skills and knowledge required to plan for or review the requirements of administrative systems and procedures for implementing, monitoring and reviewing the system.</p> <p>The unit applies to individuals employed in a range of work environments in senior administrative roles.</p>
BSBOPS504 Manage business risk	<p>This unit describes skills and knowledge required to manage business risks in a range of contexts across an organisation or for a specific business unit or area in any industry setting.</p> <p>The unit applies to individuals who are working in positions of authority and who are approved to implement change across the organisation, business unit, program or project area. They may or may not have responsibility for directly supervising others.</p>
BSBST502 Facilitate continuous improvement	<p>This unit describes the skills and knowledge required to lead and manage continuous improvement systems and processes. Particular emphasis is on the development of systems and the analysis of information to monitor and adjust performance strategies, and to manage opportunities for further improvements.</p> <p>The unit applies to individuals who take an active role in managing a continuous improvement process in order to achieve an organisation's objectives. At this level, work will normally be carried out using complex and diverse methods and procedures which require the exercise of considerable discretion and judgement, using a range of problem-solving and decision-making strategies.</p>
BSBTWK503 Manage meetings	<p>This unit describes the skills and knowledge required to manage a range of meetings including overseeing the meeting preparation processes, chairing meetings, organising the minutes and reporting meeting outcomes.</p> <p>The unit applies to individuals employed in a range of work environments who are required to organise and manage meetings within their workplace. These individuals may work as senior administrative staff or may be individuals with responsibility for conducting and chairing meetings in the workplace.</p>
Compliance	
BSBWHS521 Ensure a safe workplace for a work area	<p>This unit describes the skills and knowledge required to establish, maintain and evaluate an organisation's work health and safety (WHS) policies, procedures and programs in a work area to ensure a safe workplace, according to WHS legislative requirements. It takes a systems approach and addresses compliance with relevant legislative requirements.</p> <p>The unit applies to those working in a range of contexts who have, or are likely to have, responsibility for WHS as part of their broader management role. It is relevant for people with obligations under WHS laws, for example persons conducting a business or undertaking (PCBUs) or officers, as defined by WHS laws.</p>