

Dual Qualification

BSB50120 Diploma of Business

BSB50120 Diploma of Business (Compliance)

Professional Development

Great for Quality Assurance Officers, Compliance Staff, Office Managers and Project Managers.

Is this course for me...

YES! If you are looking to evaluate and implement compliance across your organisation.

During this course you will understand compliance requirements, quality assurance, as well as initiate, participate and report on quality. You will acquire skills in compliance that will allow you to step into a variety of business compliance roles.

How will this Course help my Career...

- Discover more about your new place of employment - Policies, Procedures, and how it all works.
- A proactive way to settle into your new role quickly
- Show your commitment to your new job and profession.
- 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

What Qualifications will I Gain...

After completion of the 12 month program, you will gain your:
BSB50120 Diploma of Business
BSB50120 Diploma of Business (Compliance)

Gain your qualifications NOW while your Employer will pay for it!

Here's what one of our students thinks...

"The course content was useful for my position and had practical activities that were relevant to my workplace.

The best aspect of the course was the review and process for updates and further integration.

It developed on my current knowledge and gave a deeper understanding for process and regulations."

Monique Cawsey-Ryan

Here's what one of our students thinks...

"Studying this course has improved my skill set within my current role, particularly in relation to NDIS compliance.

The content was relevant to my work particularly the auditing, risk management and continuous improvement units. My trainer was outstanding. Their knowledge and support was amazing."

Katherine Bell

How is this program delivered?

A very simple process that most find interesting, and rewarding.

1-1 Training Program:

- Online access 24/7 to everything you need – course materials, assessments, resource libraries...
- No Exams. No Essays. No college or workshop attendance required
- Complete your assessments based on projects in your current role.
- Monthly Phone appointments with your Trainer – to understand the assessment requirements, determine what evidence you already have and what is needed to complete for each unit, discuss the topic...
- Regular Tutorials via Zoom available to get all your questions answered as needed
- Regular phone sessions with your Completion Coach/Tutor – to help you through the units, sort out any issues, keep you on-track.
- Complete all units over the 12 month period
- Qualification awarded + online graduation celebration

How much time will this course take?

The course runs over 12 months.

Your qualification will be issued after 12 months, when all the units have been completed.

Your assessments may take around 4 hours per week, or perhaps less if you have experience.

As they are work-based projects, you may be able to get some of it done during your work hours. If you have experience, this may be a hunting and gathering exercise for you and then just answer the questions based on your work.

Units

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

BSBAUD514
Interpret compliance requirements

BSBAUD515
Evaluate and review compliance

BSBAUD511
Initiate quality audits

BSBAUD411
Participate in quality audits

BSBAUD513
Report on quality audits

BSBCRT511
Develop critical thinking in others

BSBFIM501
Manage Budgets & financial plans

BSBOPS501
Manage business resources

BSBSUS511
Develop workplace policies and procedures for sustainability

BSBXCM501
Lead communication in the workplace

BSBOPS504
Manage business risk

BSBTWK503
Manage meetings



NEXT STEPS

Let your Employer know that this is the course you wish to do, and complete the **Employee Expression of Interest Form.**