



Dual Qualification

BSB50120 Diploma of Business

BSB50120 Diploma of Business (Operations)

Professional Development

Great for Managers, Supervisors, and Team Leaders in all industries

Is this course for me...

YES! 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.

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 (Operations)

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

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

"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.

The support from my trainer was fantastic and helped me realise my true potential and ability. The GTI office staff demonstrated good administrative skills and made over-the-phone operations a breeze."

James Metassa

Here's what another student thinks...

"The course has had a significant impact on my life. This course helped me to secure a project support role.

I received great support, encouragement and motivation from my trainers and completion coach."

Jazmine Hoani

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 qualification.

BSBOPS502
Manage business operational plans

BSBPMG430
Undertake project work

BSBWHS521
Ensure a safe workplace for a work area

BSBSTR502
Facilitate continuous improvement

BSBPEF402
Develop personal work priorities

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**.