



Dual Qualification

BSB50120 Diploma of Business

BSB50120 Diploma of Business (Operations)

Professional Development

ADMINISTRATION FOCUS

Great for Office Managers, Office Administrators, Supervisors & Team Leaders.

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 by developing administrative systems, Implementing information management systems, managing business operational plans and undertaking project work to help support you in a variety of business 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...

"The support from GTI was very helpful and consistent. The module on setting personal work priorities and professional development definitely helped understand the importance of personal growth and how it is both beneficial to my work and personal life.

Completing my course has helped me secure work in the area I wanted to move into and helped me professionally."

Grant Quincey

Here's what another student thinks...

"Before I started this qualification, I knew bits and pieces of HR and business as I had been in this role for 5 years. Completing this qualification has made me a lot more confident.

When I am at work and people question me about the processes I have put in place, I can back myself up as I have all the knowledge behind me now."

Simone Blackmore

- **Diploma of Business BSB50120**
- **Diploma of Business (Operations) BSB50120 Admin Focus**

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

BSBOPS503
Develop administrative systems

BSBINS501
Implement information and knowledge management systems

BSBST502
Facilitate continuous improvement

BSBPEF502
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.**