



Dual Qualification

BSB50120 Diploma of Business

BSB50120 Diploma of Business (Organisational Development)

Professional Development

Great for Development Managers, Office Managers, Human Resources, and Senior Staff Members.

Is this course for me...

YES! If you have a passion for workplace culture and helping to build innovative work environments.

During this business course you will learn how to develop and use your emotional intelligence while establishing innovative work environments and facilitating continuous improvement in the organisation.

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 (Organisational Development)

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

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

"Completing this qualification has made me a lot more confident. When I am at work and people question me about the HR and organisation processes I have put in place, I can back myself up as I have all the knowledge behind me now.

I recommend anyone working with such a wide range and variety of people to get this course completed."

Simone Blackmore

Here's what another student thinks...

"I have learnt a lot of new skills that I can apply to my HR role.

I enjoyed learning about how to get the best out of my team."

Amanda Walker

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.

BSBPEF502
Develop and use emotional intelligence

BSBSTR501
Establish innovative work environments

BSBSTR502
Facilitate continuous improvement

BSBSUS413
Evaluate and report on workplace sustainability

BSBWHS521
Ensure a safe workplace for a work area

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**.