Diploma of Business (Operations)

BSB50120
(Administration Stream)

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.

Job roles:

- Administrative Manager
- Office Manager
- Finance Manager
- Project Manager

To gain the Qualification – 12 Units must be completed consisting of 5 core and 7 elective units. There is an opportunity for students to select from a group of Electives, which will be discussed on enrolment. Four Elective units marked with * must be completed to achieve Administration Specialisation.

Course duration: 12 – 18 months

Core Units

BSBCRT511	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

BSBHRM525	Manage recruitment and onboarding *
BSBTWK503	Manage meetings *
BSBHRM526	Manage payroll *
BSBOPS504	Manage business risk *
BSBPMG530	Manage project scope *
BSBOPS505	Manage organisational customer service
BSBSTR501	Establish innovative work environments
BSBINS501	Implement information and knowledge management systems
BSBTEC403	Apply digital solutions to work processes

The NSW Department of Education has recognised our organisation as a High Performing Provider

Smart and Skilled funding - upon eligibility this training is subsidised by the NSW Government

Diploma of Business (Operations) BSB50120 (Administration Stream) may contribute 50 hours of **NESA Elective PD** for NSW Teachers towards maintaining Teacher Accreditation.

TEAMS
Training Education and Management Services

Australian Qualifications Framework

Nationally Recognised Training

Contact us for more information:
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