



## BSB50120 Diploma of Business (Operations)

### DESCRIPTION

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.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

### OVERVIEW

This course is delivered in a face to face workshop and industry field placement format incorporating knowledge-based theory assessment and field practical assessment activities conducted over a day depending on the knowledge skill and competency of participants.

### PRE-REQUISITE UNITS

Nil

### EDUCATION PATHWAY

BSB60120 Advanced Diploma of Business, or a range of other & Diploma and Advanced Diploma qualifications.

### CAREER OPPORTUNITIES

Business Managers | Business Supervisors | Small Business  
Operators | Administration Managers



### EASY ENROLMENT!

1. Contact one of our expert consultants to discuss your specific needs
2. Complete enrolment form & pay relevant course fees per candidate handbook
3. Discuss customized training options with your trainer/assessor
4. Complete training plan detailing delivery strategy
5. Commence Course

**Ballistic**  
training solutions™

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## PACKAGING RULES

**12 Units (5 Core + 7 Electives)**

*The following package units result in the award of the BSB50120 Diploma of Business (Operations)*

### Core

- 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

### Electives

- BSBOPS502 Manage business operational plans (Elective A)
- BSBPMG430 Undertake project work (Elective A)
- BSBTWK503 Manage meetings (Elective A)
- BSBOPS504 Manage business risk (Elective A)
- BSBPEF501 Manage personal and professional development (Elective B)
- BSBWH521 Ensure a safe workplace for a work area (Elective D)
- BSBSTR502 Facilitate continuous improvement (Elective C)

### Timeframes:

Anticipated at 12 Months within workplace practical demonstration and competency assessment and on job requirements.

Ballistic Training Solutions Pty Ltd is a Nationally Registered Training Provider (Provider no: 41097) specializing in the delivery of Nationally accredited training programs tailored to industry and client needs. Specializing in the delivery of Nationally Accredited Training in Business, Management, Work Health & Safety, Training & Assessment and related programs. We pride ourselves on our customer service, attention to details and commitment to ensure that your learning needs are met with the highest standards of training & assessment services in the industry. Based in Queensland Australia we provide training and assessment services Nationally linked to our industry and client needs.

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**1300 738 098**



## EXPECTED FEES

Course Fees are payable per details outlined in the BTS Student Handbook. Specific course pricing is subject to delivery location, travel, required resources for the delivery & assessment of competency against course requirements and your individual training needs.

**CONTACT US TO TAILOR A QUOTE FOR YOU TODAY!**

## COURSE ENTRY REQUIREMENTS



There are no entry requirements or pre-requisites for this Qualification. Licensing, legislative, regulatory or certification requirements apply to units contained within this qualification. Relevant work health and safety state and territory regulatory authorities should be consulted to confirm any specific jurisdictional requirements.



## VISIT US ONLINE

Just go to [www.ballistic.edu.au](http://www.ballistic.edu.au) or email us on [info@ballistic.edu.au](mailto:info@ballistic.edu.au) for more information.

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Nationally Recognised & Industry Specialised Training Tailored to YOUR needs!

Call 1300 738 098 to discuss a program tailored to your industry need today!