



Training Consultancy

RTO 31888 | CRICOS 04071H

BSB50120

# Diploma of Business

Your first choice training provider for quality training and education designed for an industry ready workforce

Study your Way with DP Training

[View Course Webpage](#) >

RTO Code - 31888



NATIONALLY RECOGNISED  
TRAINING

# Why Choose DP Training

DP Training forges partnerships Australia-wide to provide high-quality, accessible training and education programs in specific areas of the Vocational Education and Training (VET) sector to persons wanting to enter the workforce, to individuals wanting to retrain and continually upskill and to employers wanting to improve existing workers' skills.

## Business Industry Insights


By pursuing a degree in business, you gain valuable skills that help future-proof your career. As technology advances, industry standards advance along with it. Employers will be predominately looking for people with transferable skills such as, collaborators and critical thinkers.

### Priority Skills:

- Adaptability
- Analytical Thinking
- A proactive approach
- Empathy
- Resilience

### How much does a Business Manager make?

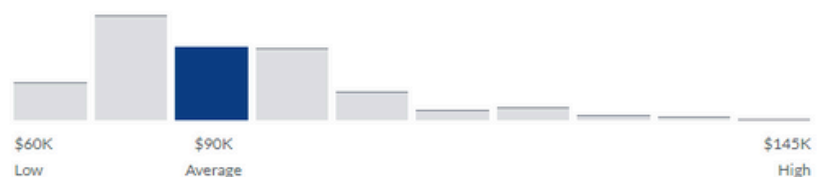
Updated 21 Mar 2022

 Very High Confidence

**\$90,000** /yr

Average Base Pay

491 salaries



base statistics show the national average salary for a business manager is \$100,000 per year in Australia (27 Oct 2021, Glassdoor.com.au).

# Course Information

A Diploma of Business (Operations) will develop your management skills and prepare you to become a valued business professional. This qualification applies to the Business Services Sector with emphasis made to reflect real work situations to develop skills in the 'employability skills' of this qualification. You will learn practical skills around Advertising, Human Resource Management, Marketing and Information Management to take your business skills to the next level.

This course is perfect for people who want to elevate their skills at a management or executive level by giving you the freedom to adapt your study to your own lifestyle.

## What does the course cover?

By pursuing this qualification, you will learn industry skills such as -

- Managing personal work priorities and professional development
- Human Resource Management skills, including recruitment, selection & induction processes
- How to be an effective leader and manage teams
- How to develop marketing campaigns and manage risks
- Conduct and organise meetings and conferences
- Ability to develop effective workplace policies and procedures

## Key Benefits

### Nationally Recognised

The course is nationally recognised under the Australian Qualifications Framework, so you can use it as pathway to university qualifications around Australia. When you choose DP Training for your career development you only move forward. You can start with this qualifications to build career opportunities and pathway towards Tertiary Education.

### Job Ready Training

At DP Training you get the opportunity to undertake practical-based learning and hands on experience and workplace-driven course content.

## Entry Requirements

The target learners for this course must:

- Be over 15 years of age, and no longer attending secondary school
- Undertake Language, Literacy and Numeracy (LLN) Skills Indicator assessment questionnaire
- Have technological skills to undertake computer/online work and have access to a computer and software with the following minimum specifications
- Adobe Acrobat Reader/Adobe Flash Player and up-to-date internet browser.

## Enrolment Requirements

To enrol in this course, you must provide-

- Proof of ID: Colour copy of Passport or Driver's Licence.
- Unique Student Identification Number (USI)
- Colour copy of Certificates and Statement Results for any previously attained or partially completed qualifications completed in or recognised in Australia.

## Student Eligibility Requirements

To enrol in this course you must have-

- Completed a Certificate IV in Business, or another relevant qualification and/or that you have experience in a range of work environment in the business industry.
- Intermediate (Year 12 equivalent) literacy skills as study will involve a range of reading comprehension activities, report writing and conducting and analysing research.
- Entry in the accelerated program is via an application process and it is recommended that individuals have at least 5 years' experience working in the areas of business or management.

## Job outcomes

After the completion of this course you will be ready to take on a variety of job role within the industry like -

- Executive Officers
- Business Development Manager
- Project Consultant
- Compliance Manager
- Office Manager
- Business Sales Team Leader
- Corporate Services Manager
- Administration Manager
- Team Leader
- Procurement Officer
- Unit Leader
- Project Coordinator
- Customer Service Manager
- Contract manager
- Environmental Compliance Officer

## Course Duration



12 months

## Study Options

This course is delivered via our DP Learning@Home Program offering a blend of

- Online (Self-Paced)
- Blended
- Block or day release for apprentices
- Recognition of Prior Learning (RPL)
- A combination of the above

# Course Delivery

## Online (Self-Paced)

- Rolling intake, start anytime!
- Training Materials offered using electronic-based delivery,
- Trainers/Assessors are available to support you through email and/or telephone contact.
- Online delivery for 12 units of competency
- The opportunity to attend weekly trainer-led study support sessions via Zoom for the duration of your course
- Self-paced (up to 12 months to complete)
- Office/business workplace, or for students who do not have access to office/business workplace, DP training offers a business/office classroom simulated environment at DP training locations



# RPL Delivery

- Designed for existing workers who are able to demonstrate that they have acquired the required knowledge and skills specified in the training package through formal, non-formal and informal learning
- If you consider yourself to already have the knowledge and skills for the qualification, any person currently working in the industry has the opportunity to apply for the Recognition of Prior Learning (RPL) assessment-only pathway

Take a 60-second Skill Assessment Check Now to determine your eligibility for RPL.





## Course Structure

12 units of competency must be completed for this qualification to be awarded.

Unit code	Unit Name
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
BSBTWK503	Manage meetings
BSBOPS504	Manage business risk
BSBOPS502	Manage business operational plans
BSBPMG430	Undertake Project Work
BSBHRM525	Manage recruitment and onboarding
BSBOPS503	Develop administrative systems
BSBOPS601	Develop and implement business plans

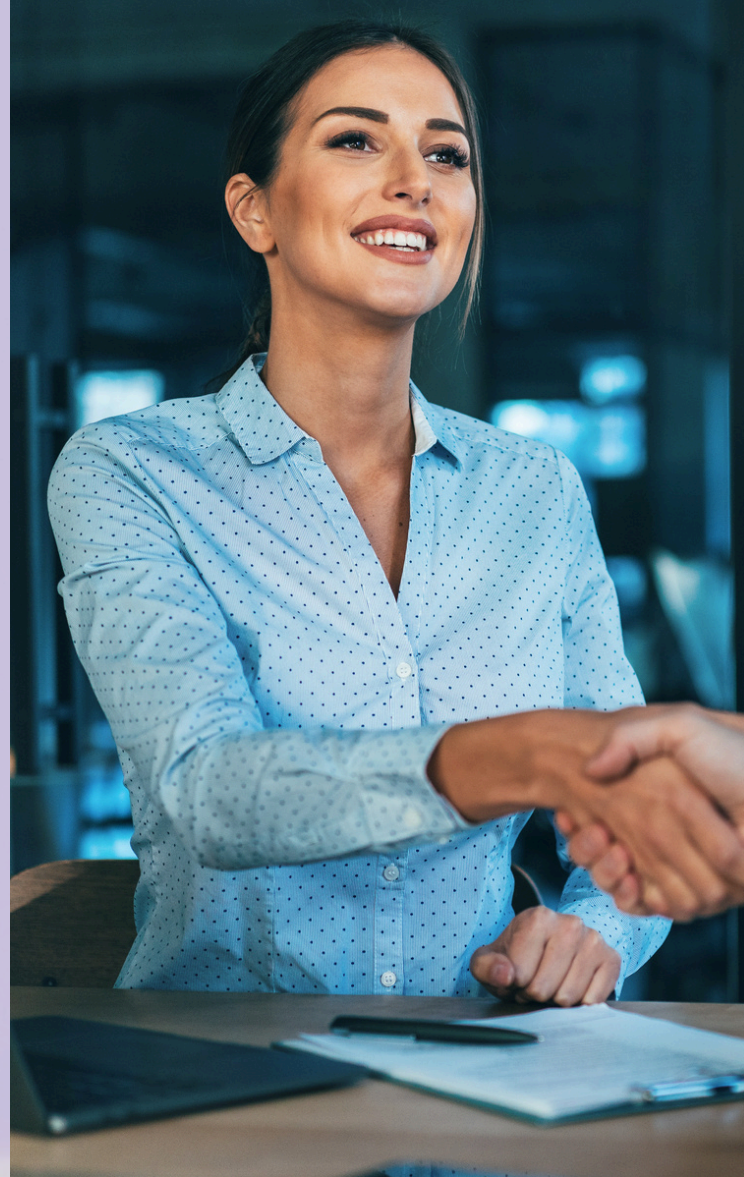
*\*To receive an award for this qualification Students are required to complete all units listed above as competent within a period of 12 months.*

## Our Campus

*Online Delivery Nationally*

### DP Training Campus

- Brisbane – 162 Abbotsford Road, Bowen Hills QLD 4006
- Gold Coast – Level 3, Unit 7, 52 Davenport Street, Southport QLD 4215



## WHY STUDY WITH DP TRAINING

**When you choose DP Training you choose career growth, stability, and success!**

**83.9%**

**Students  
Recommended  
DP Training**

**92.2%**

**Overall Student  
Satisfaction  
Rate**

**92.1%**

**Graduate  
Employability  
Rate**



## Course Fee

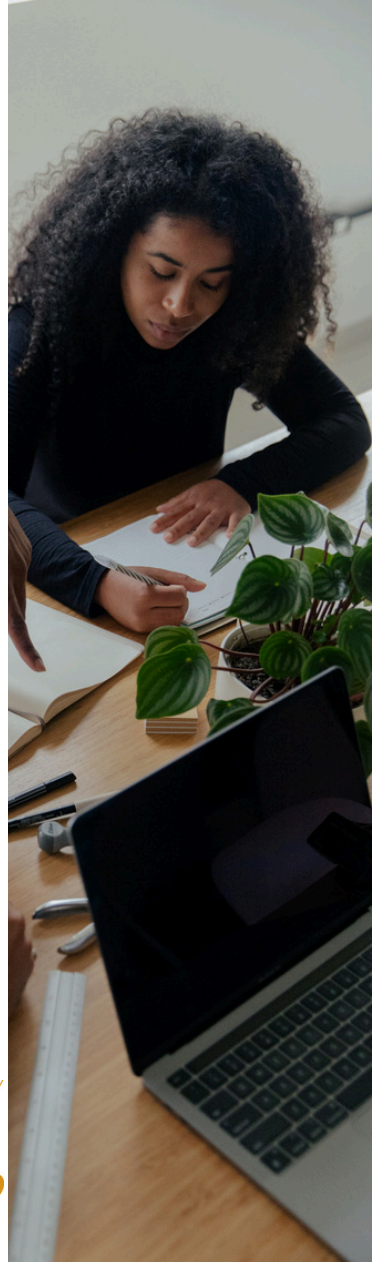
\*Full Fee for Service: \$2900

RPL Assessment – total assessment fee \$1500, then if applicable, \$100 per unit of gap training capped at 10 units.

\*Refer to the Domestic Student Policies Page for full fees policy and procedures - <https://www.dptraining.com.au/domestic-student-policies/>

## Funding

Government funding assists students by subsidising their tuition fees. Funding varies between State / Territories, and students are required to meet eligibility requirements. Find out what types of Government funding or incentives might be available to you in your area by checking your eligibility here - <https://www.dptraining.com.au/government-funded-training/>



## We are excited to hear from you

Commence your BSB30120 Certificate III in Business today to take the next step forward in your career.



To discuss the course that's right for you call **1300 130 487**



To find out more information email **[info@dptrainingconsultancy.com](mailto:info@dptrainingconsultancy.com)**



To enrol, visit our website **[www.dptraining.com.au/](http://www.dptraining.com.au/)**

