



BSB50120
Diploma of
Business



BSB50120 Diploma of Business

🕒 6-8 months 📍 Live Online 6 intensive clusters, 8 days

The Diploma of Business is perfect for those in professional business roles seeking to deepen their existing knowledge and skills. This course will suit those seeking the breadth and depth of knowledge across the business disciplines of management, finance, human resources and marketing.

The course is specifically designed for professionals working in a business role. It focuses on increasing practical skills and the capabilities required of contemporary managers and people working in administrative roles across a variety of contexts

Assessment tasks focus on applying learning to the workplace, with a focus on practical knowledge that can be applied directly.



95%

of participants were satisfied with Swinburne Edge's course content.*

* n = 532 (2018-2019), course-specific statistic.

96%

of participants were satisfied with their Swinburne Edge facilitator.*

* n = 532 (2018-2019), course-specific statistic.

Why business skills are critical

Businesses, brands, and organisations are operating in the most agile business environment that has ever existed.

As organisations invest in tech, projects, creatives, and their people, there's demand for all-round business experts who can seamlessly move between risk management, budgets, projects, and teams, all while keeping a sharp eye on the core business objectives.

Business professionals provide the bedrock that allows innovation to flourish in a fiscally responsible environment.

This qualification develops the skills to:

- communicate with influence, across both the leadership and implementation teams
- create an innovative work environment
- develop, manage and implement projects of all sizes
- identify and manage business risks
- develop budgets and forecasts and manage them throughout the fiscal year
- recruit and induct team members

who will be aligned with the business vision and culture.

Course inclusions

- access to industry experts who facilitate the workshops
- program materials and manuals used in the workshops, which double as a take-home resource
- templates, tools, and many other resources are provided
- assessment and study support.

Who should attend?

This qualification is suitable for professionals that currently have a minimum of three years full-time work experience in:

- Business
- Marketing
- Management
- Human Resources.

Entry requirements

Applicants should have at least 3 years of work experience in business management.

Stand out

Business professionals need to be across many facets of both their own organisation and the broader business environment.

This qualification:

- includes relevant, real-world content with global context
- has a practical focus with projects you can integrate into your existing role or organisation
- gives you skills and tools you can use immediately
- encourages you to think differently
- fully aligns to future trends in business capabilities.

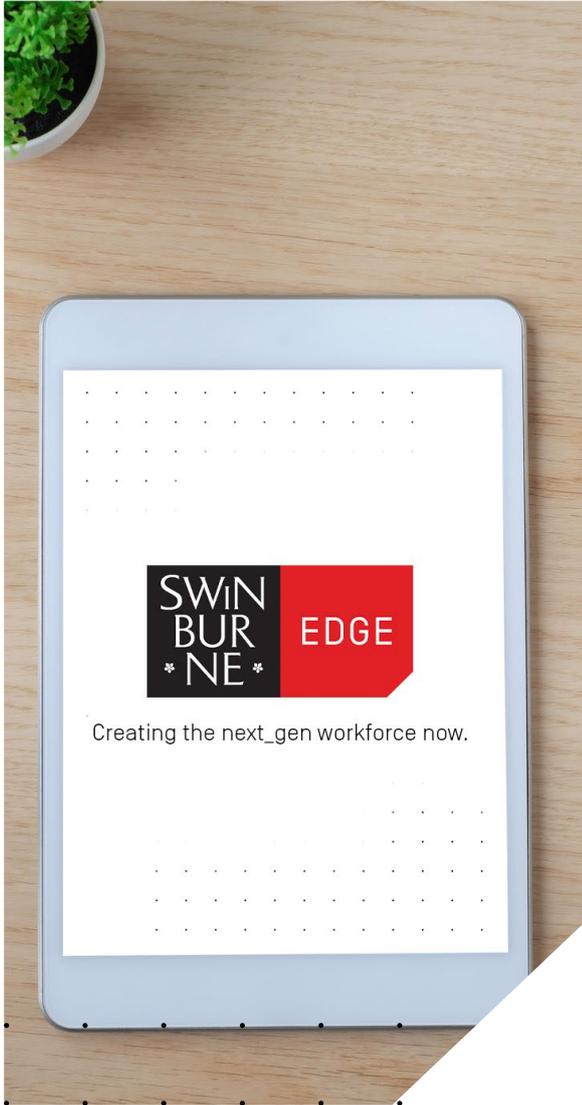
Fees

The total fee for the BSB50120 Diploma of Business is \$8,410.50. Fees are reviewed each year and are subject to change. *VET Student Loans may apply.*

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The Swinburne Edge difference

Swinburne Edge's accelerated qualifications are designed for working professionals to maximise the learning outcomes and minimise time spent out of the office or away from home.



"This course has been invaluable for me. It has boosted my confidence, helped me reassess my career, set goals for myself, and given me insights into the kind of skills employers are looking for now."

Skender

Participant, Diploma of Business

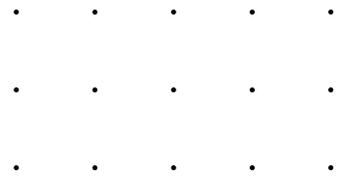
Benefits for individuals

- You can enrol at any time, choose your workshop days, and get qualified faster with an accelerated course structure
- Our Continuing Professional Education Advisors are on hand to provide advice and answer your questions
- Participants learn alongside professional peers and enjoy a unique shared experience that fosters new ideas, reflection, diversity, and innovation
- Our facilitators each have extensive experience across a range of leadership roles and can impart real-life case studies and relevant industry know-how
- Our facilitators are dynamic and engaging professionals with a true passion for teaching, handpicked by us.

Benefits for organisations

- Having strong upcoming all-round business professionals within your organisation ensures you've got the necessary skills for retaining a competitive edge in the years to come
- We work directly with a range of organisations to qualify their business professionals and ensure they can maximise the productivity of their teams and project outcomes
- Our team of expert Consultants work hand-in-hand with clients just like you to roll out the BSB50215 Diploma of Business in a way that suits you and your team, including customisation for your own projects and industry
- In addition, clients are allocated a Swinburne Edge Project Manager of their own, ensuring participants are supported, outcomes are reported, and training is delivered.

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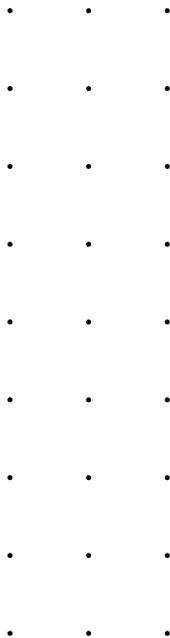
The **Diploma of Business** is delivered in unit clusters. Each vertical block of clusters and units shows the number of workshop days.

UNIT CODE	UNIT TITLE	CLUSTER NAME	DURATION
BSBSTR501	Establish innovative work environments	Innovation and Critical Thinking	2 days
BSBCRT511	Develop critical thinking in others		
BSBTWK503	Manage meetings	Workplace Communication	2 days
BSBCMM511	Communicate with influence		
BSBXCM501	Lead communication in the workplace		
BSBHRM525	Manage recruitment and onboarding	Recruitment and Sustainability	1 day
BSBSUS511	Develop workplace policies and procedures for sustainability		
BSBOPS504	Manage business risk	Finance and Risk	1 day
BSBFIN501	Manage budgets and financial plans		
BSBOPS501	Manage business resources	e-Business Solutions	1 day
BSBTEC501	Develop and implement an e-commerce strategy		
BSBPMG430	Undertake project work	Undertake Project Work	1 day

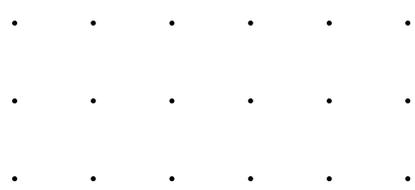


Schedule details: Workshop times may vary but are usually 9:00am to 5:00pm; details will be confirmed upon enrolment.

For full unit descriptions, visit <https://training.gov.au> and type the unit code into the search function.



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Cluster overview

Innovation and Critical Thinking

Duration: 2 days
Location: Online, delivered live

Units:
BSBSTR501 Establish innovative work environments
BSBCRT511 Develop critical thinking in others

This workshop teaches you how to make innovation an integral part of your leadership and management activities.

You will be able to foster innovation and demonstrate a positive reception of ideas from others, as well as provide constructive advice.

Environment also matters. You will learn how to design and fit out workspaces to encourage creative mindsets, collaboration, and positive workplace relationships.

The ability to take considered risks to open up opportunities for innovation is now critical for any business leader or manager.

Learning objectives

Participants will be able to:

- understand and lead innovation within their organisation
- create the right working conditions and activities to foster innovation
- investigate fresh opportunities for innovation
- create, encourage, evaluate, and refine ideas into viable business cases and projects
- establish an environment that encourages the application of critical and creative thinking.

Workplace Communication

Duration: 2 days
Location: Online, delivered live

Units:
BSBTWK503 Manage meetings
BSBCMM511 Communicate with influence
BSBXC501 Lead communication in the workplace

Truly effective communication is a 360-degree process. These units teach participants how to manage professional relationships via effective communication.

We explore how to communicate as a factual, inspirational, and collaborative leader. Business professionals need to be able to adapt, think on their feet, and communicate in a range of forums, and these units give you frameworks and tools to achieve this.

We also teach how to produce effective meetings that hit the mark, achieve objectives, and get results.

Learning objectives

Participants will be able to:

- communicate clearly
- present and negotiate persuasively
- make presentations - in a wide range of formats - at meetings, forums, and conferences
- prepare, conduct, and follow up meetings in a professional and effective manner
- participate in and lead meetings effectively.

Recruitment and sustainability

Duration: 1 day
Location: Online, delivered live

Units:
BSBHRM525 Manage recruitment and onboarding
BSBSUS511 Develop workplace policies and procedures for sustainability

There are many considerations for business professionals when it comes time to select and recruit new members of the team.

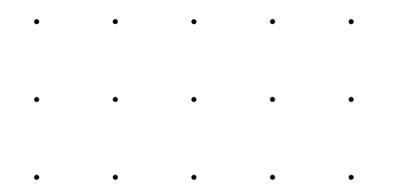
Their ability to be a part of the existing work culture and their skill sets are just the starting point when building an intelligently designed workforce.

This workshop focuses on teaching participants how to manage all of the aspects of recruitment, selection, and induction.

Learning objectives

Participants will be able to:

- align the recruitment and selection function to the business's objectives
- create the policies, procedures, and supporting documents that support the recruitment process
- incorporate implementation and continuous improvement processes into sustainability policies
- employ a range of tools to successfully recruit and select staff that fit the need, budget, culture and skill set
- manage staff induction, not just when they commence a new role, but as their role progresses and evolves
- analyse and evaluate risks, and control them.



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Cluster overview

e-Business Solutions

Duration: 1 day

Location: Online, delivered live

Units:

BSBOPS402 Coordinate business operational plans

BSBOPS403 Apply business risk management processes

Operational plans are at the heart of a business' operations and this workshop teaches you how to successfully implement them.

From KPIs to contingency planning, proposals, resource planning, operations performance and evaluation, you will gain the big-picture operational knowledge necessary to implement an operational plan.

Business risk is also a consideration in any operation, and you'll learn to identify, evaluate, treat and monitor these risks.

Learning objectives

Participants will be able to:

- analyse your organisation's opportunities for e-commerce
- evaluate a range of e-commerce models and technologies
- design the right e-commerce model for your organisation including SWOT analysis, B2B and B2C strategies, cost implications, and risk factors
- develop resource bids according to required outputs specified in business plans
- identify and adhere to organisational policies and procedures for resource allocation
- prepare report that indicates the level of performance achieved and any action taken to adjust or rectify procedures in meeting service and product delivery standards.



Finance and Risk

Duration: 1 day

Location: Online, delivered live

Units:

BSBOPS504 Manage business risk

BSBFIN501 Manage budgets and financial plans

The time management of today is vastly more complex and enhanced than the 'to-do list' of old. With multiple demands on time, and many communications channels to both absorb and manage, the ability to develop work priorities is key for managers to successfully lead.

Learning objectives

Participants will be able to:

- identify and analyse risks
- create strategies and treatments to mitigate known risk factors
- communicate the risk decisions, policies, and procedures effectively to the workforce on an ongoing basis
- establish a budget framework including objectives, outcomes, and organisational policies
- comprehensively prepare a budget including defining cash, expenditure, and revenue items, and factor in Key Performance Indicators (KPIs) and seasonal operating.

Undertake Project Work

Duration: 1 day

Location: Online, delivered live

Units:

BSBPMG430 Undertake project work

Today's agile workplace means executives need to understand, and undertake, project work of all kinds. After all, if you don't deliver on your ideas, they remain just that; ideas.

This unit teaches you exactly what a project is, how to identify their benefits, understand the phases of a project's life cycle, and produce key items like Statements of Work and target charts.

In this workshop you will learn how to conceptualise your project including goals and vision statements, and influence stakeholders to get the job done.

Learning objectives

Participants will be able to:

- define a project, and understand Project Management
- create a project vision, set goals, plan the project, and produce a risk management plan
- understand how projects can be achieved and how they benefit your organisation
- communicate their ideas and influence decision-makers.



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