




CRICOS Course Code: 04044M

BSB50120 Diploma of Business

Release 1

 info@vigilinternationalcollege.edu.au

 www.vigilinternationalcollege.edu.au

 1800 978 377 or 02 8859 9855

 Level 2, 12-14 Wentworth St, Parramatta
NSW 2150



BSB50120 - Diploma of Business

Start training in BSB50120 Diploma of Business!

The BSB50120 qualification is the latest nationally accredited qualification that provides you with the skills and knowledge required in a variety of Business Services job roles. Individuals in these roles may possess substantial experience in a range of settings, but seek to further develop their skills across a wide range of business functions. They may also have frontline management accountabilities.

This qualification will teach you moderately complex tasks in a specialist field of expertise that requires business operations skills.

Vigil International College offers the nationally recognised Diploma of Business qualification with high quality course materials and premier student support to deliver a unique learning experience.

Vigil International College will deliver training that is customised to meet student, industry and where

relevant, employer needs in line with the delivery strategy for the qualification.

When you enrol in our courses, you will study under expert trainers with decades of experience in the industry. So what are you waiting for? Enrol now!

Perfect for learners seeking to pursue a career as a/an:

- Executive Officer
- Business Development Manager
- Project Consultant
- Compliance Manager (Local Government)
- Office Manager
- Business Sales Team Leader
- Administrator
- Corporate Services Manager
- Administration Manager (Local Government)
- Procurement and Contract Manager
- Records Manager
- Unit Leader
- Project Coordinator
- Administration Manager
- Customer Service Manager



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Vigil International College

CRICOS #04044M | RTO #45894 | ABN 12 655 274 025

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Course Outline and Structure

Training Delivery

Training is delivered via **Blended learning** (with face-to-face and distance components) to be **completed in 104 weeks** (including holidays) with approximately **1,868 hours** of study, depending on learner's skills, knowledge, and experience.

Assessment Methods:

- **Observation** during role play/simulation
- **Questioning** may include self-assessment, verbal answers, written questionnaires, activity modules or interview
- **Structured Activities** may include Projects, Case studies, presentations, role play, demonstration, progressive tasks

What are the entry requirements?

There are no pre-requisites required to enter this training program. However, Vigil International College screens learners according to the following criteria:

- must be 18 years or older
- have sound language, literacy, and numeracy skills* (at least Year 10 English, or equivalent)
- have basic computer skill
- must hold a current Student Visa
- (From non-English speaking background) is must provide any one of the following evidence of upper intermediate proficiency in English:
 - ⇒ IELTS total band score of at least 5.5 with no band less than 5.0, or equivalent.
 - ⇒ Occupational English Test (OET), TOEFL iBT, Pearson Test of English, Cambridge English Advanced with scores equivalent to IELTS 5.5 and no less than 5.0 in each band.

Entry Requirements and Pathways

⇒ The English test must have been taken within two years before the application is made.

English Language Test Provider	Minimum Test Score (equivalent to IELTS 5.5)	Minimum Test Score (equivalent to IELTS 5.0)
<i>IELTS</i>	5.5	5.0
<i>TOEFL iBT</i>	46	35
<i>PTE</i>	43	36
<i>CAE</i>	162	154
<i>OET</i>	PASS	

**Students who fail the LL&N assessment may still be enrolled to a course if endorsed by the trainer/ assessor, and corresponding additional support strategies are in place.*

Is Recognition of Prior Learning (RPL) available?

Vigil International College has a Recognition of Prior Learning (RPL) Policy, to ensure that an individual's prior learning, achieved through formal and informal training, work experience or other life experiences, is appropriately recognised. This recognition may assist students to progress faster through a unit of competency, or allow the student full credit.

What are the qualification pathways after taking the course?

Learners may also consider additional training to complement their skills in BSB50120 Diploma of Business with courses such as:

- **BSB60120 Advanced Diploma of Business*** - Graduates at this level will have broad knowledge and skills for paraprofessional/highly skilled work and/or further learning.
- **TAE40116 Certificate IV in Training and Assessment***

**These courses are currently not being offered by Vigil International College*

Course Outline and Structure

Course Resources

To support you in your training with Vigil International College, we will provide:

- The BSB50120 learning and assessment suite which includes:
 - ⇒ Learner Guides
 - ⇒ Assessment Workbooks
 - ⇒ Handouts
 - ⇒ Simulated workplace (CBSA) documents, organisational policies and procedures, and templates
- CBSA website
- Free online survey website
- Textbooks and other learning materials
- Meeting room with presentation facilities and equipment and seating for three people
- Whiteboard or flipchart
- Whiteboard markers
- Four (4) classmates or volunteers for role play activities
- Five (5) classmates or volunteers to complete an online survey

For a complete list of the resources that Vigil International College will provide, please check our [website](#).

Students to arrange access to:

- A computer or laptop with an Internet access with a reliable speed of at least 5mbps
- Google Chrome (recommended browser)
- Email software
- Video conferencing application
- MS Word, Excel, and PowerPoint or equivalent applications.
- Adobe Acrobat Reader or equivalent application
- Pen and paper



Course Units

This course covers **12 units** of competency (5 core units and 7 elective units).

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	
BSBOPS502	Manage business operational plans
BSBPMG430	Undertake project work
BSBLDR523	Lead and manage effective workplace relationships
BSBTWK502	Manage team effectiveness
BSBPEF502	Develop and use emotional intelligence
BSBCRT412	Articulate, present and debate ideas
BSBTEC404	Use digital technologies to collaborate in a work environment



Enrol now!

BSB50120
DIPLOMA OF BUSINESS
(RELEASE 1)

Enrol now for only \$20,000
(Initial payment of \$10,000.00 upon enrolment*
plus \$909.00 per month for the next 11 months)

**Students can pay more than 50% of the total course fee upon enrolment should they choose to do so.
Contact Vigil International College for more information.*

*Please read the **Vigil International College** Student Handbook containing the Refund Policy, Appeals, Complaints, and other student and course information prior to enrolling in our [website](#).



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