



Australian Government

BSB50120 Diploma of Business

Release: 1

BSB50120 Diploma of Business

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Qualification 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.

Licensing/Regulatory Information

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

Entry Requirements

Nil

Packaging Rules

Total number of units = 12

5 core units plus

7 elective units, of which:

- 2 elective units must be selected from Group A
- for the remaining 5 elective units:
 - up to 5 units may be selected from Groups A – I
 - if not listed, up to 2 units may be selected from a Certificate IV, Diploma or Advanced Diploma from this or any other currently endorsed Training Package qualification or accredited course.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Specialisations

This qualification can provide for specialisations. To achieve a specialisation, the following additional packaging rules must be adhered to:

- For specialisation in **Business Operations**, 4 elective units must be selected from Group A
- For specialisation in **Leadership**, 4 elective units must be selected from Group B
- For specialisation in **Organisational Development**, 4 elective units must be selected from Group C
- For specialisation in **Compliance**, 4 elective units must be selected from Group D
- For specialisation in **Business Development**, 4 elective units must be selected from Group E
- For specialisation in **Digital and Data**, 4 elective units must be selected from Group F
- For specialisation in **Records and Information Management**, 4 elective units must be selected from Group G
- For specialisation in **Procurement**, 4 elective units must be selected from Group H
- For specialisation in **Evaluations**, 4 elective units must be selected from Group I.

The achievement of a specialisation will be identified on a testamur as follows:

- BSB50120 Diploma of Business (Operations)
- BSB50120 Diploma of Business (Leadership)
- BSB50120 Diploma of Business (Organisational Development)
- BSB50120 Diploma of Business (Compliance)
- BSB50120 Diploma of Business (Business Development)
- BSB50120 Diploma of Business (Digital Transformation)
- BSB50120 Diploma of Business (Records and Information Management)
- BSB50120 Diploma of Business (Procurement)
- BSB50120 Diploma of Business (Evaluations).

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

Group A – Business Operations

BSBFIN502 Manage financial compliance

BSBFIN601 Manage organisational finances

BSBHRM525 Manage recruitment and onboarding

BSBHRM526 Manage payroll
BSBHRM529 Coordinate separation and termination processes
BSBINS512 Monitor business records systems
BSBOPS502 Manage business operational plans
BSBOPS503 Develop administrative systems
BSBOPS504 Manage business risk
BSBOPS601 Develop and implement business plans
BSBPMG430 Undertake project work
BSBPMG530 Manage project scope
BSBPRC505 Manage ethical procurement strategy
BSBSTR503 Develop organisational policy
BSBSTR603 Develop business continuity plans
BSBSUS601 Lead corporate social responsibility
BSBTWK503 Manage meetings

Group B – Leadership

BSBHRM412 Support employee and industrial relations
BSBHRM521 Facilitate performance development processes
BSBLDR521 Lead the development of diverse workforces
BSBLDR522 Manage people performance
BSBLDR523 Lead and manage effective workplace relationships
BSBPEF501 Manage personal and professional development
BSBTWK501 Lead diversity and inclusion
BSBTWK502 Manage team effectiveness
BSBXDB501 Support staff members with disability in the workplace
BSBXDB502 Adapt organisations to enhance accessibility for people with disability

Group C – Organisational Development

BSBCRT412 Articulate, present and debate ideas
BSBCRT512 Originate and develop concepts
BSBCRT611 Apply critical thinking for complex problem solving
BSBHRM531 Coordinate health and wellness programs
BSBLDR601 Lead and manage organisational change
BSBPEF401 Manage personal health and wellbeing
BSBPEF502 Develop and use emotional intelligence
BSBSTR501 Establish innovative work environments
BSBSTR502 Facilitate continuous improvement
BSBSTR601 Manage innovation and continuous improvement
BSBSUS412 Develop and implement workplace sustainability plans
BSBSUS413 Evaluate and report on workplace sustainability
BSBTWK601 Develop and maintain strategic business networks

Group D – Compliance

BSBAUD411 Participate in quality audits
BSBAUD513 Report on quality audits
BSBAUD514 Interpret compliance requirements
BSBAUD515 Evaluate and review compliance
BSBLEG522 Apply legal principles in contract law matters
BSBOPS602 Monitor corporate governance activities
BSBWHS521 Ensure a safe workplace for a work area

Group E – Business Development

BSBMKG541 Identify and evaluate marketing opportunities
BSBMKG546 Develop social media engagement plans
BSBMKG548 Forecast international market and business needs
BSBMKG549 Profile and analyse consumer behaviour for international markets
BSBMKG550 Promote products and services to international markets
BSBOPS404 Implement customer service strategies
BSBOPS505 Manage organisational customer service
BSBPRC502 Manage supplier relationships
BSBTWK401 Build and maintain business relationships
SIRXMGT005 Lead the development of business opportunities
SIRXMKT006 Develop a social media strategy
SIRXSLS004 Drive sales results

Group F – Digital and Data

BSBDAT501 Analyse data
BSBINS502 Coordinate data management
BSBTEC403 Apply digital solutions to work processes
BSBTEC404 Use digital technologies to collaborate in a work environment
BSBTEC501 Develop and implement an e-commerce strategy
BSBTEC601 Review organisational digital strategy
BSBXBD501 Develop big data strategy
BSBXCS402 Promote workplace cyber security awareness and best practices
SIRXECM003 Design an e-commerce site

Group G – Records and Information Management

BSBINS501 Implement information and knowledge management systems
BSBINS504 Maintain digital repositories
BSBINS512 Monitor business records systems
BSBINS513 Contribute to records management framework
BSBINS514 Contribute to records retention and disposal schedule
BSBINS515 Participate in archiving activities

BSBINS601 Manage knowledge and information

CUAPRE401 Implement preventative conservation activities

Group H – Procurement

BSBPMG537 Manage project procurement

BSBPRC501 Manage procurement strategies

BSBPRC502 Manage supplier relationships

BSBPRC503 Manage international procurement

BSBPRC504 Manage a supply chain

BSBPRC505 Manage ethical procurement strategy

PSPPCM008 Manage contract performance

PSPPCM009 Finalise contracts

PSPPCM010 Manage procurement risk

PSPPCM012 Plan for procurement outcomes

PSPPCM013 Make procurement decisions

PSPPCM015 Conduct and manage coordinated procurement

PSPPCM016 Plan and implement strategic sourcing

PSPPCM017 Plan and implement procurement category management

PSPPCM018 Conduct demand and procurement spend analysis

Group I – Evaluations

DEFEVL001 Develop an evaluation program

DEFEVL002 Evaluate and report collected information

DEFEVL003 Maintain and enhance professional practice

DEFEVL004 Evaluate a training and assessment system

DEFEVL005 Evaluate a community based program

DEFEVL006 Evaluate business performance

Qualification Mapping Information

No equivalent qualification. Supersedes but is not equivalent to:

- BSB50215 Diploma of Business
- BSB50315 Diploma of Customer Engagement
- BSB50415 Diploma of Business Administration
- BSB50815 Diploma of International Business
- BSB51518 Diploma of Business (Procurement)
- BSB51715 Diploma of Recordkeeping
- BSB60815 Advanced Diploma of Recordkeeping.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>