



**VANGUARD**  
BUSINESS EDUCATION



## **BSB50120 Diploma of Business Course Overview**

**Vanguard Business Education**  
**RTO ID 91219**  
**[www.vanguardbusinesseducation.edu.au](http://www.vanguardbusinesseducation.edu.au)**



**NATIONALLY RECOGNISED  
TRAINING**

Australian  
Qualifications  
Framework



### ***BSB50120 Diploma of Business***

Welcome to Vanguard Business Education's BSB50120 Diploma of Business, the perfect qualification to help you take your career to the next level. Whether you're looking to establish your own business or secure a promotion, this course is designed to give you the edge you need to succeed in the fast-paced world of Australian business. Our comprehensive program covers all the essential knowledge areas required to operate effectively in today's dynamic business landscape. With a focus on real-world business practice, you'll learn how to work effectively in teams, manage yourself and others, and solve complex problems using innovative solutions. Our course is designed to equip you with the skills you need to succeed in management, including effective communication, continuous improvement, and strategic thinking. With an emphasis on practical skills and hands-on experience, you'll be ready to hit the ground running and make an impact from day one. So why wait? Sign up now and take the first step towards a successful career in business. With Vanguard Business Education, you'll be ready to stand out from the crowd and achieve long-term career success.

### ***Welcome To Vanguard Business Education***

At Vanguard Business Education, we believe in people. We believe that everyone has the potential to succeed, and we are here to help them do just that. Our customised business skills training and personal development programs are designed to refresh skills, build confidence and motivate individuals to reach their full potential. Since 2006, we have been experts in our field, developing systems and courses with sustainable outcomes for our clients. We know that one size does not fit all, which is why we tailor our programs to meet the specific needs of each individual or organisation we work with. Our team of experienced trainers are passionate about what they do, and they bring that energy and enthusiasm to every training session. We understand that investing in training can be a big decision, which is why we offer flexible payment options to make it more accessible. Our clients have seen real results from our programs, from increased productivity and profitability to improved team morale and communication. We are committed to ongoing support and follow-up, to ensure that our clients continue to see the benefits of our training long after the program has ended. At Vanguard Business Education, we are not just a training provider, we are a partner in your success. Let us help you unlock your potential and achieve your goals.

## Our Philosophy

We understand that your investment in us is not just about money, it's about your future success. That's why we work diligently to ensure that every student receives the individual attention they need to achieve their goals. Our approach is simple, yet effective. We push our students to excel, but we also provide the resources they need to succeed. From expert tutors to state-of-the-art facilities, we spare no expense in helping our students reach their full potential. But we don't just stop there. We also work to build our students' confidence and self-esteem. We believe that a healthy self-image is key to achieving success in any field. We're passionate about what we do and it shows. Our students consistently report feeling more confident and prepared than their peers after completing our program. And that's not just our opinion. Our students have gone on to achieve great success in their careers, thanks in part to the education they received from us. We're not just another school. We're a community of like-minded individuals who are dedicated to helping each other succeed. So if you're looking for a school that truly cares about your success, look no further than Vanguard Business Education. We're here to help you achieve your goals and build a brighter future.

- Recognition of Prior Learning (RPL) and Credit Transfer
- Flexible delivery meaning a wide range of options for those with busy lives.
- High-quality learning programs can be tailored to meet the learning needs of each individual. List item #3
- Qualified, industry experienced trainers



## Online Learning

This course is offered online, a convenient study option for those with busy lifestyles. Online students are able to study at their own convenience, in the location of their choice while still being supported by dedicated trainers in a virtual classroom environment. As well as providing modern online learning systems, KS Training also offers our online students ongoing assistance through our online facilitator support.

### *Key Learning Outcomes*

- How to support and guide team members as well as monitor their output and performance.
- How to delegate tasks, communicate effectively, evaluate performance, define and apply solutions to problems and analyse and interpret information from various sources.
- How to lead effectively as well as encourage innovation and continuous improvement in your team.



### *Who should take on this qualification?*

If you wish to develop the ability to efficiently oversee the work of others, contribute value, and evaluate management practices, this qualification is relevant to a wide variety of positions in various industries and fields. Students pursuing this qualification may already possess significant practical experience, as well as a solid foundation in theoretical business skills and knowledge, and they aim to enhance their capabilities across various business functions.

### *Recognition of Prior Learning*

RPL will be reviewed on an individual basis by application together with all required supporting documentation. A fee for this assessment is applicable.

## **Course Title** *BSB50120 Diploma of Business*

### **Delivery**

Online and Face To Face

### **Course Duration**

**Up To 18 Months**

### **Course Makeup**

Total Units 12

5 Core Units

7 Elective Units

### **Course**

Our facilitators, in collaboration with industry experts, have crafted these units of competency to provide you with practical and applicable knowledge that you can use in your role. By drawing upon real-life case studies and examples, we ensure that the information you receive is grounded in reality and tailored to your specific needs.



## Core Units

**BSBCRT511 Develop critical thinking in others (C)** - identify critical and creative thinking concepts and approaches, and their application to a workplace context, facilitate relevant learning opportunities for others, and monitor team skill development.

**BSBFIN501 Manage budgets and financial plans (C)** - prepare, implement and modify financial contingency plans, monitor expenditure and control costs, report on budget and expenditure, and review and make recommendations for improvements to financial processes.

**BSBOPS501 Manage business resources (C)** - consult with stakeholders and analyse information, plan for, acquire and allocate resources to maximise efficiency and manage risk, monitor resource use against budgets and business objectives, and report on the level of performance achieved and any adjustments needed to achieve service and product delivery standards.

**BSBSUS511 Develop workplace policies and procedures for sustainability (C)** - develop and implement sustainability policy and procedures into wider organisational policies and procedures, and consult and communicate with relevant stakeholders to generate engagement with sustainability policy development, implementation and continuous improvement.

**BSBXCM501 Lead communication in the workplace (C)** - develop and implement communication protocols in accordance with organisational requirements, present information in a persuasive and professional manner, apply negotiation techniques to reach desired outcomes, address communication challenges for continuous improvement.

## Elective Units

**BSBOPS504 Manage business risk (E)** - consult and communicate with stakeholders to identify and assess risks, develop and implement an action plan to treat risks, monitor and evaluate the action plan and risk management process, and maintain documentation.

**BSBOPS601 Develop and implement business plans (E)** - create a business plan, including description of the business, products and services, financial, physical and human resource requirements, regulatory requirements, marketing strategy, financial indicators, and productivity and performance targets for key result areas.

**BSBDAT501 Analyse data (E)** - analyse and report on datasets according to organisational policies and procedures and industry best practice, and develop report on key outcomes of analysis of datasets.

**BSBCRT611 Apply critical thinking for complex problem solving (E)** - identify task objectives and risks involved with pursuing identified problem, research legislative frameworks, calculate resources required for solution development process, and present proposed solution to key stakeholders.

**BSBCRT512 Originate and develop concepts (E)** - generate potential innovative solutions to identified issues, evaluate viability of ideas, present ideas and information to others, and refine chosen solution in response to feedback.

**BSBST502 Facilitate continuous improvement (E)** - develop systems and processes to enable continuous improvement through effective coaching and knowledge management practices.

**BSBPMG430 Undertake project work (E)** - develop a project plan, implement, monitor, finalise and review the project and determine lessons learned.