



**GLOBAL
DEVELOPMENT
COLLEGE**

RTO:46191

HELPING YOU TAKE CHARGE OF

YOUR FUTURE

INFORMATION PACK

**FOR BSB50120 - DIPLOMA OF
BUSINESS**

**FOR MORE INFORMATION PLEASE VISIT
WWW.GDC.EDU.AU**

**GLOBAL
DEVELOPMENT
COLLEGE**

Australian
Qualifications
Framework



**NATIONALLY RECOGNISED
TRAINING**



Want to make a difference and gain real-world skills and capabilities for your business?

About the program

Take your first step towards building your own business by learning to think critically and making analytical decisions. This course will give you the tools to be a great entrepreneur.

This course has been crafted and delivered by industry leaders and managers. They use their specialised knowledge and skills to teach you how to become an effective leader and manager for various business and industry settings.

This course is designed to benefit professionals in various business services career roles, especially those with frontline management accountabilities.

If your job role requires you to carry out moderately complex tasks in a specialised field of expertise that requires business operations skills, then this course is for you. This course will help develop your skills over a wide range of business functions and add to your existing experience in a range of settings.

At the end of this course, you will be able to:

- Manage business resources
- Develop and implement business plans
- Provide leadership across the organisation
- Lead and influence change
- Develop critical thinking
- Manage business risk



GLOBAL
DEVELOPMENT
COLLEGE

This qualification is ideal for those seeking to or currently working as:

- Organisational Leaders and Managers • Business Owners
- SME Executive Manager or Director • Human Resource Manager
- Technical, Tradespeople, and Leading hands

BSB50120 Diploma of Business

Entry Requirements

NIL: There is no entry requirement for this qualification.

Speciality (Majors)

- Leadership
- Business Development
- Organisational Development
- Organisational Development

Mode of Delivery

- Online (Self Paced)
- Distance (Self Paced)
- Face-to-Face at Workplace

Packing Rules

A total of 12 units of competency comprising

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.

***Note: All units listed on training.gov.au**

AQF Qualifications/ Levels

LEVEL	CERTIFICATE
AQF LEVEL 10	DOCTORAL DEGREE
AQF LEVEL 9	MASTER'S DEGREE
AQF LEVEL 8	GRADUATE DIPLOMA
AQF LEVEL 7	BACHELOR'S DEGREE, UNDERGRADUATE CERTIFICATE
AQF LEVEL 6	ADVANCED DIPLOMA
AQF LEVEL 5	DIPLOMA OF BUSINESS

BSB50120 Diploma of Business: Units

S.No	Unit	Type	Specialisation
1.	BSBCRT511 Develop critical thinking in others	Core	
2.	BSBFIN501 Manage budgets and financial plans	Core	
3.	BSBOPS501 Manage business resources	Core	
4.	BSBSUS511 Develop workplace policies and procedures for sustainability	Core	
5.	BSBXCM501 Lead communication in the workplace	Core	
6.	BSBOPS504 Manage business risk	Elective	Business Operations
7.	BSBOPS601 Develop and implement business plans	Elective	Business Operations
8.	BSBSUS601 Lead corporate social responsibility	Elective	Business Operations
9.	BSBTWK503 Manage meetings	Elective	Business Operations

BSB50120 Diploma of Business: Units

SS.No	Unit	Type	Specialization
10.	BSBLDR523 Lead and manage effective workplace relationships	Elective	Leadership
11.	BSBPEF501 Manage personal and professional development	Elective	Leadership
12.	BSBTWK501 Lead diversity and inclusion	Elective	Leadership
13.	BSBLDR601 Lead and manage organisational change	Elective	Organisational Development
14.	BSBCRT611 Apply critical thinking for complex problem solving	Elective	Organisational Development
15.	BSBSTR502 Facilitate continuous improvement	Elective	Organisational Development
16.	BSBSTR601 Manage innovation and continuous improvement	Elective	Organisational Development
17.	BSBTEC601 Review organisational digital strategy	Elective	Digital and Data
18.	BSBDAT501 Analyse data	Elective	Digital and Data
19.	BSBTEC501 Develop and implement an e-commerce strategy	Elective	Digital and Data
20.	BSBXCS402 Promote workplace cyber security awareness and best practices	Elective	Digital and Data

BSB50120 Diploma of Business: **Core Units Synopsis**

BSBCRT511 Develop Critical Thinking in Others

Unlock the power of critical and creative thinking in your team with this dynamic unit. Designed for leaders and coaches, this course equips you with the skills and knowledge to foster analytical, synthetic, and evaluative thinking in others within a workplace setting. You'll learn to cultivate a culture of innovation and problem-solving, empowering your team to tackle challenges with confidence and clarity. This unit provides practical strategies to enhance decision-making, inspire creativity, and drive success in diverse professional contexts. Perfect for those responsible for leading and developing high-performing teams.

BSBFIN501 Manage Budgets and Financial Plans

Master the art of financial management with this essential unit designed for managers across diverse sectors. Gain the skills and knowledge to plan, implement, and evaluate effective financial management strategies that align with your team's and organisation's goals. Learn to optimise financial resources, support robust budgeting processes, and drive fiscal success. Perfect for leaders responsible for ensuring efficient use of financial resources, this course empowers you to enhance decision-making and achieve sustainable outcomes in any professional context. Explain financial strategies
Explore cost management

BSBOPS501 Manage Business Resources

Take control of your organisation's resources with this dynamic unit tailored for strategic leaders. Develop the skills and knowledge to analyse resource needs, craft effective resource plans, allocate assets efficiently, and monitor usage to achieve business objectives. This course empowers you to optimise physical and human resources, ensuring alignment with strategic goals. Ideal for managers tasked with resource allocation and oversight, it equips you to drive operational success through smart, sustainable resource management.

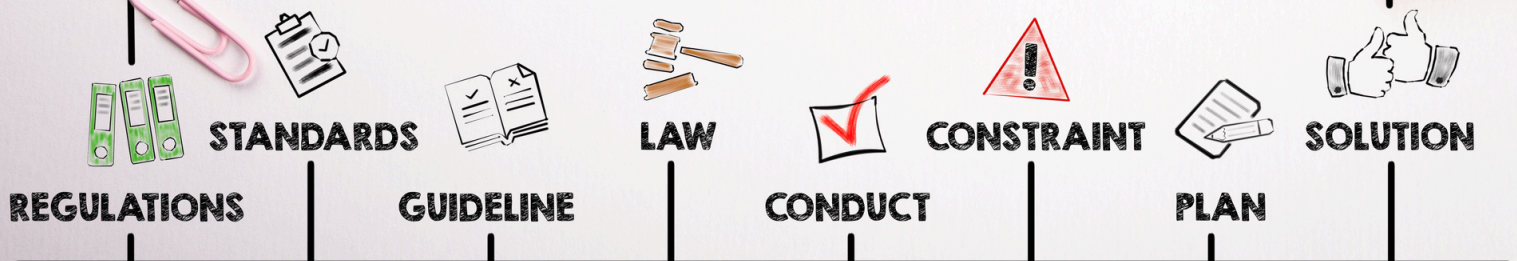
BSBSUS511 Develop Workplace Policies and Procedures for Sustainability

Lead the way in creating a sustainable future with this impactful unit designed for managers. Gain the skills and knowledge to develop, implement, and refine workplace sustainability policies that minimise social, economic, and environmental impacts while fostering positive value creation. Learn to collaborate with stakeholders, monitor strategies, and adapt policies to evolving needs. Perfect for leaders committed to driving sustainable practices, this course equips you to build resilient, responsible, and forward-thinking workplaces.

BSBXCM501 Lead Communication in the Workplace

Elevate your leadership with this essential unit focused on mastering workplace communication. Designed for team leaders, this course equips you with the skills and knowledge to foster clear, effective, and inclusive communication across any industry. Learn to engage teams, manage diverse communication needs, and create a collaborative work environment. Perfect for those responsible for guiding others, this unit empowers you to drive productivity and build stronger workplace relationships through impactful communication strategies.

POLICIES & PROCEDURES



BSB50120 Diploma of Business: Electives Synopsis

Specialisation: Business Operations

BSBOPS504 Manage Business Risk

Take charge of uncertainty with this vital unit designed for leaders in any industry. Develop the skills and knowledge to identify, assess, and manage business risks across an organisation, business unit, or project. Learn to implement proactive strategies that safeguard success and drive resilience. Ideal for those in positions of authority, this course empowers you to navigate complex challenges, foster informed decision-making, and create a culture of risk awareness to achieve sustainable business outcomes. Explain risk assessment Explore crisis management



BSBOPS601 Develop and Implement Business Plans

Steer your organisation to success with this essential unit for senior leaders. Gain the skills and knowledge to craft and execute strategic business plans that drive operational excellence and achieve organisational goals. Learn to lead with vision, oversee multiple teams, and ensure effective implementation of plans to secure long-term success. Perfect for those running an organisation or holding senior roles, this course empowers you to foster innovation, align resources, and propel your business forward.

BSBSUS601 Lead Corporate Social Responsibility

Champion ethical leadership with this impactful unit designed for senior professionals. Acquire the skills and knowledge to engage stakeholders, develop, implement, and evaluate corporate social responsibility (CSR) policies that ensure your organisation's long-term viability and success. Learn to drive sustainable practices that align with ethical, social, and environmental goals. Perfect for those in senior roles across diverse industries, this course empowers you to foster trust, enhance reputation, and lead your organisation toward a responsible and thriving future.



BSBTWK503 Manage Meetings

Master the art of effective meetings with this essential unit tailored for workplace leaders and senior administrative staff. Gain the skills and knowledge to oversee meeting preparation, chair discussions with confidence, organise accurate minutes, and report outcomes to drive results. Learn to foster productive, inclusive, and well-structured meetings that align with organisational goals. Perfect for those responsible for managing meetings in diverse work environments, this course equips you to enhance collaboration and ensure impactful decision-making.

BSB50120 Diploma of Business: Electives Synopsis

Specialisation: Leadership

BSBPEF501 Manage Personal and Professional Development

Empower yourself and your team with this dynamic unit designed for managers. Gain the skills and knowledge to implement systems and processes that foster personal and professional growth for yourself and others. Learn to drive performance, support career development, and create a culture of continuous improvement. Ideal for those in managerial roles responsible for team development, this course equips you to unlock potential, enhance productivity, and achieve long-term success in any professional setting.

BSBLDR523 Lead and Manage Effective Workplace Relationships

Build thriving workplace environments with this essential unit for leaders and managers. Develop the skills and knowledge to establish and manage processes that foster strong, inclusive workplace relationships aligned with organisational values and diversity policies. Master complex communication, problem-solving, and decision-making strategies to navigate diverse workplace dynamics with confidence. Perfect for those in leadership roles, this course equips you to promote collaboration, drive cultural alignment, and achieve organisational success through effective relationship management.

BSBTWK501 Lead Diversity and Inclusion

Champion a vibrant, inclusive workplace with this vital unit designed for team leaders. Gain the skills and knowledge to implement diversity policies, foster an inclusive team culture, and promote the benefits of a diverse workforce. Learn to lead with empathy, embracing differences in culture, race, religion, generations, and more across any industry. Perfect for those directing diverse teams, this course equips you to drive collaboration, enhance innovation, and create a thriving, inclusive workplace that celebrates every individual's unique contributions.



BSB50120 Diploma of Business: Electives Synopsis

Specialisation: Organisational Development

BSBSTR502 Facilitate Continuous Improvement:

Drive excellence with this dynamic unit crafted for leaders dedicated to enhancing organisational performance. Gain the skills and knowledge to lead and manage continuous improvement systems, develop robust processes, and analyse data to refine performance strategies. Learn to identify and seize opportunities for growth using diverse methods, problem-solving, and decision-making techniques. Ideal for those managing improvement initiatives, this course empowers you to foster innovation, boost efficiency, and achieve organisational objectives with confidence and strategic insight. Explain performance analysis Explore lean management



BSBCRT611 Apply Critical Thinking for Complex Problem Solving

Tackle workplace challenges with confidence through this dynamic unit designed for autonomous leaders. Develop the skills and knowledge to apply critical thinking, crafting structured and innovative solutions to complex organisational issues. Learn to navigate high-stakes, non-standard tasks with strategic insight and sound judgement. Perfect for those responsible for leading teams or work areas, this course empowers you to drive impactful decision-making, mitigate risks, and foster creative problem-solving to achieve lasting organisational success.

BSBLDR601 Lead and Manage Organisational Change

Steer your organisation through transformation with this essential unit for senior managers. Gain the skills and knowledge to lead and manage impactful organisational change, driving strategic initiatives that align with business goals. Learn to navigate complex change processes, engage stakeholders, and foster resilience across teams or large organisational units. Ideal for those in human resources, workforce development, or strategic planning roles, this course equips you to champion adaptability, inspire confidence, and ensure sustainable success in dynamic environments. explore change management strategic leadership skills



BSBSTR601 Manage Innovation and Continuous Improvement

Ignite a culture of progress with this dynamic unit tailored for visionary managers. Gain the skills and knowledge to foster an environment where continuous improvement, innovation, and learning thrive. Learn to cultivate a workplace that rewards creativity, aligns with organisational values, and drives sustainable growth. Perfect for those with managerial responsibilities, this course empowers you to build a forward-thinking culture, enhance performance, and lead your organisation toward a future of excellence and adaptability.

BSB50120 Diploma of Business: Electives Synopsis

Specialisation: Digital and Data

BSBTEC601 Review Organisational Digital Strategy

Strengthen your strategic capability by mastering the review and optimisation of organisational digital strategy. This unit develops your skills in evaluating digital performance, assessing alignment with business objectives, identifying emerging technologies and recognising digital risks and opportunities. You will learn to engage stakeholders, benchmark performance and propose practical improvements that support innovation and competitiveness. Ideal for managers and business leaders, this course empowers you to guide digital transformation, enhance organisational agility and ensure long-term digital sustainability.

BSBDAT501 Analyse Data

Develop essential data analysis skills to support informed business decision-making. This unit builds your ability to collect, organise, interpret and present data using appropriate tools and techniques. You will learn to identify trends, evaluate performance and transform data into meaningful insights that support strategic and operational planning. Ideal for business professionals and managers, this course empowers you to strengthen evidence-based decision-making, improve organisational performance and respond effectively to changing business conditions.



BSBTEC501 Develop and Implement an E-Commerce Strategy

Advance your digital business expertise by mastering the development and implementation of effective e-commerce strategies. This unit strengthens your ability to assess online business opportunities, select appropriate platforms, manage digital operations and evaluate performance. You will learn to align e-commerce initiatives with organisational objectives while managing risks and customer expectations. Ideal for business owners, managers and digital professionals, this course empowers you to expand market reach, enhance customer engagement and drive business growth in digital marketplaces.

BSBXCS402 Promote Workplace Cyber Security Awareness and Best Practices

Strengthen your organisation's digital resilience by developing the skills to promote cyber security awareness and best practices in the workplace. This unit builds your ability to identify cyber risks, educate employees, implement protective measures and support compliance with security policies and standards. You will learn to foster a culture of shared responsibility for digital safety and respond proactively to emerging threats. Ideal for business professionals and supervisors, this course empowers you to protect organisational information, reduce cyber vulnerabilities and support secure business operations.

