



Australian Government

**BSB50120 Diploma of Business – In-School
Delivery Program**

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.

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

BSBOPS502 Manage business operational plans

BSBPMG430 Undertake project work

Group C – Organisational Development

BSBPEF401 Manage personal health and wellbeing

BSBPEF502 Develop and use emotional intelligence

Group F – Digital and Data

BSBTEC403 Apply digital solutions to work processes

Leadership Imported

BSBLDR411 Demonstrate leadership in the workplace

BSBTWK502. Manage team effectiveness