



Diploma Of Business

CRICOS CODE: 107513H | National Code:BSB50120

This qualification has been developed against the national requirements for business. You will learn the core skills and knowledge required to carry out moderately complex tasks in a specialist field of experience that requires business operations skills.

ACADEMIC REQUIREMENTS

To meet the academic requirements, applicants must have either completed a Diploma or Advanced Diploma from the BSB Training Package (including current or superseded versions), or have two years of full-time relevant Australian work experience in an operational or leadership role. They must also possess adequate language, literacy, and numeracy skills, have access to a computer with internet, Microsoft Office, and PDF reader capabilities, and a stable internet connection.

RECOGNITION OF PRIOR LEARNING (RPL)

Recognition of Prior Learning (RPL) is a process where skills and knowledge that you have gained through work and life experience and other unrecognized training can be formally recognized. Oxford College Australia has a process that has been structured to minimize the time and cost to applicants and provides a supportive approach to students wishing to take up this option. You should ideally apply for RPL at the time of enrolment and should receive a response within 15 business days.

ENTRY REQUIREMENTS

- Must be 18+ and hold a Year 12 certificate (or equivalent)
- Physically fit for manual tasks and working at heights
- Basic LLN and tech skills to complete training
- Access to a computer, internet, MS Office, and PDF reader
- International students: IELTS 5.5 or equivalent (lower scores accepted with ELICOS packages)



AGE REQUIREMENTS

Be aged 18 years or over



CREDIT TRANSFER

Students at Oxford College Australia can apply for credit transfer with certified AQF documents or VET transcripts during enrolment. Units with different titles or codes are assessed through a mapping process for equivalency



CAMPUS

Melbourne



FEES

Tuition Fee: \$12,350
Resource Fee: \$400



DURATION

On-campus - 4 terms over 52 weeks (including breaks)

UNITS

Core / Elective	Code	Unit Title
Core	BSBCRT511	Develop critical thinking in others
Core	BSBFIN501	Manage budgets and financial plans
Core	BSBHRM525	Manage recruitment and onboarding
Core	BSBMKG434	Promote products and services
Core	BSBMKG541	Identify and evaluate marketing opportunities
Core	BSBOPS501	Manage business resources
Core	BSBPMG430	Undertake project work
Core	BSBSTR601	Manage innovation and continuous improvement
Core	BSBSUS511	Develop workplace policies and procedures for sustainability
Core	BSBXCM501	Lead communication in the workplace
Elective	BSBOPS504	Manage business risk
Elective	BSBTWK502	Manage team effectiveness

NOTE

The elective units may change at college's discretion, if necessary.



STUDY MODE

On-campus Face to Face
(Practical – Observation Session)

Online (Theory – Via Google Meet
[Group Video conferencing platform])



ASSESSMENT METHOD

- Knowledge & live site assessment
- Practical tasks
- Project work
- Written reports



EMPLOYMENT PATHWAY

The skills you learn can help you carry out duties as a:

- Entrepreneur
- Executive Officer
- Office Manager



EDUCATION PATHWAY

Once students have successfully completed BSB60120 Advanced Diploma of Business, they can apply for various roles across management positions that have responsibility for the work of other staff and lead teams.



HOW TO APPLY

If you're interested in enrolling in this course, simply follow the steps on our website at www.oxford.edu.au or give us a call at (001) 4521 3457. We're happy to assist you.