



AUSTRALIAN INSTITUTE OF LEADERSHIP AND SAFETY

BSB50120 DIPLOMA OF BUSINESS



2026 - 2027

AUSTRALIAN INSTITUTE OF LEADERSHIP AND SAFETY PTY LTD

Head Office: 37 Wentworth Dr Taylors Lakes VIC 3038 | Campus: 77-79 Henry Street, St Albans VIC 3021, Australia

Tel: (03) 8385 7491 | 0410 569 349

Email: admin@ails.edu.au

Registered Training Provider - Code 45354 | CRICOS Provider Code 04447C

BSB50120 Diploma of Business

CRICOS Provider Code	04447C
Provider	Australian Institute of Leadership and Safety RTO Code: 45354 - https://training.gov.au/Organisation/Details/?id=45354
Course Overview	This qualification applies to individuals with a range of job titles, including executive officers, program consultants and program coordinators. Individuals in these roles may have substantial experience in a range of settings and seek to further develop their skills across a wide range of business functions. The qualification may also apply to those with little or no vocational experience who have sound theoretical business skills and knowledge and wish to develop further educational and employment opportunities. Course Details: https://training.gov.au/Training/Details/BSB50120
Entry Requirements	International students must: • Be at least 18 years of age. • Have an IELTS score of 5.5 or equivalent (test results must be no more than 2 years old), with 5.0 in each band. • Have completed Year 12 or an equivalent high school certificate. Applicants are also required to complete a pre-enrolment Candidate Self-Assessment and participate in a course entry interview to determine suitability for the course.
Course Duration	One (1) year full time <i>Total Duration: 52 weeks (including holidays and breaks)</i> <i>Contact Weeks: 40 weeks</i> This course is delivered over 52 weeks, including holidays. Classes are scheduled over 40 contact weeks, across four academic terms of 10 weeks each. There is a 2-week break between terms and a 6-week Christmas holiday period at the end of the year. Classes are scheduled for 20 hours per week and include a mixture of practical and theoretical components. Workplace practices and environments are simulated to support skills-based assessments in accordance with unit requirements.

Course Information

Delivery Mode and Location	This course is delivered face-to-face in a classroom-based setting and simulated environment within the campus. Students must attend 20 scheduled hours on campus each week. Students are also expected to undertake homework, revision, individual study and assessment preparation outside class hours. This course does not have work placement (WBT) requirements. CRICOS Delivery Location 77-79 Henry Street, St Albans VIC 3021, Australia <i>See the campus location on GOOGLE MAP</i>																																																		
Career Outcomes	Students who complete this course may seek employment in leadership and management roles such as: • Business Manager • Program Consultant • Project Coordinator • Office Manager • Manager/Supervisor • Team Leader																																																		
Education Pathways	Students who complete this course may wish to further their study into BSB60120 Advanced Diploma of Business or a range of other advanced diploma qualifications with AILS, if available, or another institution.																																																		
Course Structure	BSB50120 Diploma of Business requires successful completion of twelve (12) units: five (5) core and seven (7) elective units. Electives have been selected to provide a broad range of business skills and knowledge. <table><tr><td colspan="3">Term 1: 10 weeks</td></tr><tr><td>BSBOPS503</td><td>Develop administrative systems</td><td>Elective</td></tr><tr><td>BSBOPS502</td><td>Manage business operational plans</td><td>Elective</td></tr><tr><td>BSBOPS501</td><td>Manage business resources</td><td>Core</td></tr><tr><td colspan="3">Term 2: 10 weeks</td></tr><tr><td>BSBXCM501</td><td>Lead communication in the workplace</td><td>Core</td></tr><tr><td>BSBTWK502</td><td>Manage team effectiveness</td><td>Elective</td></tr><tr><td>BSBCRT511</td><td>Develop critical thinking in others</td><td>Core</td></tr><tr><td colspan="3">Term 3: 10 weeks</td></tr><tr><td>BSBCMM511</td><td>Communicate with influence</td><td>Elective</td></tr><tr><td>BSBTWK503</td><td>Manage meetings</td><td>Elective</td></tr><tr><td>BSBFIN501</td><td>Manage budgets and financial plans</td><td>Core</td></tr><tr><td colspan="3">Term 4: 10 weeks</td></tr><tr><td>BSBPEF501</td><td>Manage personal and professional development</td><td>Elective</td></tr><tr><td>BSBSUS511</td><td>Develop workplace policies and procedures for sustainability</td><td>Core</td></tr><tr><td>BSBHRM525</td><td>Manage recruitment and onboarding</td><td>Elective</td></tr></table>			Term 1: 10 weeks			BSBOPS503	Develop administrative systems	Elective	BSBOPS502	Manage business operational plans	Elective	BSBOPS501	Manage business resources	Core	Term 2: 10 weeks			BSBXCM501	Lead communication in the workplace	Core	BSBTWK502	Manage team effectiveness	Elective	BSBCRT511	Develop critical thinking in others	Core	Term 3: 10 weeks			BSBCMM511	Communicate with influence	Elective	BSBTWK503	Manage meetings	Elective	BSBFIN501	Manage budgets and financial plans	Core	Term 4: 10 weeks			BSBPEF501	Manage personal and professional development	Elective	BSBSUS511	Develop workplace policies and procedures for sustainability	Core	BSBHRM525	Manage recruitment and onboarding	Elective
Term 1: 10 weeks																																																			
BSBOPS503	Develop administrative systems	Elective																																																	
BSBOPS502	Manage business operational plans	Elective																																																	
BSBOPS501	Manage business resources	Core																																																	
Term 2: 10 weeks																																																			
BSBXCM501	Lead communication in the workplace	Core																																																	
BSBTWK502	Manage team effectiveness	Elective																																																	
BSBCRT511	Develop critical thinking in others	Core																																																	
Term 3: 10 weeks																																																			
BSBCMM511	Communicate with influence	Elective																																																	
BSBTWK503	Manage meetings	Elective																																																	
BSBFIN501	Manage budgets and financial plans	Core																																																	
Term 4: 10 weeks																																																			
BSBPEF501	Manage personal and professional development	Elective																																																	
BSBSUS511	Develop workplace policies and procedures for sustainability	Core																																																	
BSBHRM525	Manage recruitment and onboarding	Elective																																																	

Student Information and Fees

Course Progress	Students are required to attend scheduled classes for 20 hours per week and maintain satisfactory academic performance in accordance with AILS Course Progress Policy. Students identified as at risk of not meeting course progress requirements or completing the course within the expected duration will be subject to AILS intervention strategy and provided with support. Further information is available in the Student Handbook and relevant policy documents.
Enrolment and Orientation	Upon acceptance of a student application for enrolment, a letter of offer, written agreement and tax invoice for pre-paid fees will be forwarded to the student. Students must read all provided information before signing the agreement. A Confirmation of Enrolment (CoE) will be issued once the signed acceptance of the offer and written agreement have been received. The first day of each course includes orientation and induction. Orientation covers campus information, living in Australia, accessing support services and methods for achieving success throughout the course, including course progress requirements. Detailed admission and enrolment processes are provided on AILS website.
Additional Support	AILS provides student support services and resources to assist students to achieve their academic goals, including: • Academic and learning support • English language support • Referral to external support services • Accommodation options • Local area information and essential services • General career guidance Refer to AILS website and Student Handbook for detailed support services and contact details. On campus, students may contact the Student Support Officer, trainer/assessor, front desk staff or any other staff member to access support services. Email: admin@ails.edu.au
Training Arrangements	Students are required to attend classes for 20 hours per week and complete approximately 10 hours of homework, assignment/project work and self-study per week. This may include readings and research for assessments. Term timetables will be posted on notice boards and emailed to students at least one week prior to the start of the term.
Assessment Methods	Assessment methods used for this qualification provide a range of ways for students to demonstrate that they have met the required outcomes, including: • Written tasks • Case studies • Projects • Presentations • Report writing • Observations • Questioning (oral or written) At the beginning of each unit, trainers will outline the assessment tasks to be completed and provide the assessment schedule and conditions. Assessment tasks may be individual or team-based. Demonstration of skills and performance will be observed by the assessor under the required conditions.

Course Enrolment and Tuition Fee	Enrolment and tuition fees for this course are as follows (Australian Dollar): Enrolment fee: \$500 (non-refundable, payable on application) Tuition fee: \$8,000 Australian Dollar <i>Once accepted, the tuition fee will not change for the duration of the course.</i> Other non-tuition fees may apply. Refer to AILS Fee Schedule. International students are required to take out Overseas Student Health Cover (OSHC) before arriving in Australia. OSHC information will be included in the Student Agreement. For more information on OSHC, visit: https://www.privatehealth.gov.au/health_insurance/overseas/overseas_student_health_cover.htm All non-tuition fees are listed in the Student Agreement and AILS annual Fee Schedule. For fee refund information and procedures, refer to the Fee Refund Policy and Procedure available in the Student Agreement, AILS website and Student Handbook, or request a copy from student services. A detailed payment plan and payment arrangements are provided in the letter of offer and written agreement. Course fees do not include computer software or textbooks, which are to be purchased at the student own cost. Non-payment of course tuition fees may result in cancellation of enrolment.
---	---

Resources and Contact Details	
Other Requirements	Students must supply their own laptop or a similar device with Microsoft Office software, such as Office 365 Personal, including Outlook, Word, Excel, PowerPoint and Publisher. Additional costs associated with living in Australia are outlined in the International Student Handbook. Students should carefully review these costs when budgeting. Further information is available at: https://www.studyinaustralia.gov.au/english/live/living-costs
Library Resources	Students will be provided with print and/or digital learning resources for each unit. The course may also include prescribed and recommended texts. Copies of textbooks can be accessed through AILS on-campus reference library, along with other print and electronic reading and reference materials. A range of reading materials will also be provided during classroom sessions. Students will be guided to obtain membership of the State Library of Victoria and the National Library of Australia, which provide access to books, references, magazines and online databases. State Library of Victoria: https://www.slv.vic.gov.au/get-involved/free-access-membership National Library of Australia: https://www.nla.gov.au/getalibrarycard/registration

Packaged Courses and Course Credits	Prior to Enrolment Students may apply for enrolment in packaged courses where more than one course of study is packaged, with the principal course being the highest course of study. Packaged courses may have common units, resulting in course credits. When granted, credits will result in a reduction in tuition fees and course duration. This will be reflected in the letter of offer and written agreement sent prior to enrolment. During Enrolment/Studies Students may apply for credits at the time of enrolment or at any time during their enrolment, prior to commencement of the relevant unit/s of competency. For international students, the granting of course credit may affect course fees and course duration. The outcome of an application for credit, and any changes to fees or course duration, will be advised in writing. If course credit is granted after a Confirmation of Enrolment has been issued, the student will receive a new Confirmation of Enrolment showing the reduced duration.
Issuance Authority	Australian Institute of Leadership and Safety is the sole authority to issue AQF certification documentation. Australian Institute of Leadership and Safety does not have any partners or third parties for training and assessment in Australia or overseas.
Education Agents	Students may apply for a place in AILS courses through an approved education agent. All approved and current education agents are listed on AILS website. Education agents are bound by AILS policies, procedures, quality criteria and agent code of ethics. Candidates should contact AILS for information regarding education agents in their home countries.
Contact Details	Australian Institute of Leadership and Safety 37 Wentworth Dr, Taylors Lakes VIC 3038, AUSTRALIA Email: admin@ails.edu.au Website: https://www.ails.edu.au/ Tel: +61 3 8385 7491
Useful Links	ESOS Legislative Framework (International Students): https://www.education.gov.au/esos-framework Study Australia: https://www.studyaustralia.gov.au/ Study Melbourne: https://www.studymelbourne.vic.gov.au/home Cost of Living Information and Calculator: https://www.studyaustralia.gov.au/english/live/living-costs Arriving with Children: https://www.studymelbourne.vic.gov.au/visa-information/bringing-your-family Student visa information: https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500