

BSB40120

BSB50120

BSB60120

BSB80120



THE BRIGHT COLLEGE

RTO Code: 45752 | CRICOS Code: 03945D



**NATIONALLY RECOGNISED
TRAINING**



BUSINESS COURSES

CRICOS CODE : 107460E

CRICOS CODE : 107461D

CRICOS CODE : 107462C

CRICOS CODE : 117024J

BSB40120

Certificate IV of Business

CRICOS Code 107460E

Course Overview

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have supervisory performance accountabilities.

Individuals in these roles carry out a mix of specialist and moderately complex administrative or operational tasks that require self-development skills. They use well-developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems and analyze information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

Aims and Learning Outcomes

The course BSB40120 Certificate IV in Business supports participants in developing the skills required for a range of business services job roles. Individuals undertaking this course will be able to carry out a mix of specialist and moderately complex administrative or operational tasks that require self-development skills, such as:

- Well-developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems and analyze information from a variety of sources
- Provide leadership and guidance to others with some limited responsibility for the output of others and may have supervisory performance accountabilities
- Through case studies, projects, and group-based activities the course seeks to ensure that students develop the practical skills they need to commence work in a business environment.

Unit of Competency

Students Must successfully complete the following Units of Competency

Core Units

BSBCRT411	Apply Critical thinking to work practices
BSBTEC404	Use digital technologies to collaborate in a work environment
BSBTWK401	Build and maintain business relationships
BSBWHS411	Implement and monitor WHS policies, procedures, and programs
BSBWRT411	Write complex documents
BSBXCM401	Apply communication strategies in the workplace



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Elective Units

BSBPEF401	Manage personal health and wellbeing
BSBPEF502	Develop and use emotional intelligence
BSBLDR411	Demonstrate leadership in the workplace
BSBPMG430	Undertake project work
BSBOPS402	Coordinate business operational plans
BSBLDR413	Lead effective workplace relationships

Carrer Pathway

- Business Administrator
- Office Administrator
- Project Officer
- Administrative Team Leader
- Office Manager
- Records Information Officer
- Receptionist

Course Duration

The BSB40120 Certificate IV of Business is delivered over a period of 26 weeks including 2 weeks of holidays.

Target Audience

- International students on student Visa
- Year 12 Academic Level or School leavers with secondary or above academic level
- Student enrolling in this in this course as part of package/pathway courses (e.g. BSB40120 leading to BSB50120 and BSB60120)
- Are seeking employment, or are employed in, roles that may carry out a mix of specialist and moderately complex administrative or operational tasks that require self-development skills.

Entry Requirements

To enroll in this course, students must:

- Be 18 years or older at the time of commencement.
- Have successfully completed Year 12 or equivalent.
- Provide evidence of English proficiency (e.g., IELTS 6.0 or equivalent).
- Hold a valid USI (Unique Student Identifier).



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Pre-Enrolment Requirements:

All students must complete a Language, Literacy, and Numeracy (LLN) test prior to enrolment. The test assesses your foundational skills in learning, reading, writing, oral communication, and numeracy at ACSF Level 3. This test helps us identify if additional learning support is required

- Learning – Level 3,
- Reading – Level 3,
- Writing – Level 3,
- Oral Communication – Level 3
- Numeracy – Level 3

Academic Pathway

On completion of BSB40120 Certificate IV in Business:
BSB50120 Diploma of Business
BSB60120 Advanced Diploma of Business

Delivery Method

Face-to-Face 2.5 days per week (20 hours)

Fees and Payments Options

Cohorts	Tuition Fee	Resources Fee	Application Fee (One off)	Initial Payment for COE
International	\$6500.00	\$1000.00	\$350 –Onshore	\$1500

*Fees are subject to change and exclude Admin and Material fees, please contact college for confirmation.

BSB50120

Diploma of Business

CRICOS Code 107461D

Course Overview

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.

Aims and Learning Outcomes

The course BSB50120 Certificate IV in Business supports participants in developing the skills required for a range of business services job roles. Individuals undertaking this course will be able to carry out a mix of specialist and moderately complex administrative or operational tasks that require self-development skills, such as:

- Gather information to develop workplace sustainability policies
- Analyse current organizational systems and identify barriers to critical thinking
- Access budget and financial plans for the work team and implement required changes as required
- Motivate others to communicate according to organizational requirements and goals
- Manage business resources
- Apply problem-solving techniques

Unit of Competency

Students must successfully complete the following Units of Competency

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
BSBXCM50	Lead communication in the workplace

Elective Units

BSBOPS502	Manage business operational plans
BSBOPS601	Develop and implement business plans
BSBLDR523	Lead and manage effective workplace relationships
BSBTWK502	Manage team effectiveness
BSBSTR502	Facilitate continuous improvement
BSBTEC404	Use digital technologies to collaborate in a work environment
BSBCMM511	Communicate with influence

Carrer Pathway

- Administrative Manager
- System Administrator
- Contract Administrator
- Procurement Manager
- Customer service Manager
- Program Consultant
- Facility Manager
- Sales and Marketing Manager
- Records Manager
- Corporate Services Manager

Course Duration

This qualification is delivered over a period of 52 weeks with Face-to-Face training sessions and self-paced training / study's, 12-week holiday breaks plus January holiday break.

All students will have access to the online simulated business to assist with delivery and assessment

Academic Pathway

On completion of BSB50120 Diploma of Business, Student of The Bright College can progress to:

BSB60120 Advanced Diploma of Business

Target Audience

- International students on student Visa
- Year 12 Academic Level or School leavers with secondary or above academic level
- Student enrolling in this in this course as part of package/pathway courses (e.g. BSB40120 leading to BSB50120 and BSB60120)
- Clients who are seeking employment, or are employed in, roles that may carry out

moderately complex tasks in a specialist field of expertise that requires business operations skills



Entry Requirements

To enroll in this course, students must:

- Be 18 years or older at the time of commencement.
- Have successfully completed Year 12 or equivalent.
- Provide evidence of English proficiency (e.g., IELTS 6.0 or equivalent).
- Hold a valid USI (Unique Student Identifier).

Pre-Enrolment Requirements:

All students must complete a Language, Literacy, and Numeracy (LLN) test prior to enrolment. The test assesses your foundational skills in learning, reading, writing, oral communication, and numeracy at ACSF Level 3. This test helps us identify if additional learning support is required

- Learning – Level 3
- Reading – Level 3
- Writing – Level 3
- Oral Communication – Level 3
- Numeracy – Level 3

Delivery Method

Face-to-Face 2.5 days per week (20 hours)

Fees

Cohorts	Tuition Fee	Resources Fee	Application Fee (One off)	Initial Payment for COE
International	\$9500.00	\$1000.00	\$350.00	\$1500.00

**Fees are subject to change and exclude Admin and Material fees, please contact college for confirmation.*

BSB60120

Advanced Diploma of Business

CRICOS Code 107462C

Course Overview

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have general management accountabilities.

Individuals in these roles carry out complex tasks in a specialist field of expertise. They may undertake technical research and analysis and will often contribute to setting the strategic direction for a work area.

The qualification is suited to individuals who are responsible for the supervision and leadership of a team or work area (including managing staff performance and making staffing decisions).

Aims and Learning Outcomes

The course BSB60120 Advanced Diploma of Business supports participants in developing the skills required for a range of business services job roles. Individuals undertaking this course will be able to carry out a mix of specialist and moderately complex administrative or operational tasks that require self-development skills, such as:

- Develop business strategies to drive growth.
- Analyse financial data to make informed business decisions.
- Identify and capitalize on emerging market trends.
- Manage diverse teams to optimize productivity.

Unit of Competency

Students must successfully complete the following Units of Competence

Core Units

BSBCRT611	Apply critical thinking for complex problem solving
BSBFIN601	Manage organizational finances
BSBOPS601	Develop and implement business plans
BSBSUS601	Lead corporate social responsibility
BSBTEC601	Review organizational digital strategy

Elective Units

BSBFIN501	Manage budgets and financial plans
BSBSTR601	Manage innovation and continuous improvement
BSBTWK601	Develop and maintain strategic business networks
BSBWHS521	Ensure a safe workplace for a work area
BSBXCM501	Lead communication in the workplace

Career Pathway

- Administrative Manager
- System Administrator
- Contract Administrator
- Procurement Manager
- Customer service Manager
- Program Consultant
- Facility Manager
- Sales and Marketing Manager
- Records Manager
- Corporate Services Manager

Duration

This qualification is delivered over a period of 52 weeks with Face-to-Face training sessions and self-paced training / study, 12-week holiday breaks plus January holiday break.

Academic Pathway

On completion of BSB60120 Advanced Diploma of Business, Student of The Bright College can progress to:
BSB80120 Graduate Diploma of Management
Bachelor of Business

Target Audience

- International students on student Visa
- Year 12 Academic Level or School leavers with secondary or above academic level
- Student enrolling in this course as part of package/pathway courses (e.g. BSB40120 leading to BSB50120 and BSB60120)
- Clients are seeking employment, or are employed in, roles that may require them to carry out complex tasks in a specialist field of expertise.

Entry Requirements

To enroll in this course, students must:

- Be 18 years or older at the time of commencement.
- Have successfully completed Year 12 or equivalent.
- Provide evidence of English proficiency (e.g., IELTS 6.0 or equivalent).
- Hold a valid USI (Unique Student Identifier).

Pre-Enrolment Requirements:

All students must complete a Language, Literacy, and Numeracy (LLN) test prior to enrolment. The test assesses your foundational skills in learning, reading, writing, oral communication, and numeracy at ACSF Level 3. This test helps us identify if additional learning support is required

- Learning – Level 3,
- Reading – Level 3,
- Writing – Level 3,
- Oral Communication – Level 3
- Numeracy – Level 3

Delivery Method

Face-to-Face 2.5 days per week (20 hours)

Fee

Cohorts	Tuition Fee	Resources Fee	Application Fee (One off)	Initial Payment for COE
International	\$9500.00	\$1000.00	\$350.00	\$1500.00

**Fees are subject to change and exclude Admin and Material fees, please contact college for confirmation.*

BSB80120

Graduate Diploma of Management (Learning)

CRICOS Code 117024J

Course Overview

This course is aimed at developing highly specialized knowledge and skills in the field of organizational learning and capability development. Individuals in these roles generate and evaluate complex ideas. They also initiate, design, and execute major learning and development functions within an organization. Typically, they would have full responsibility and accountability for the personal output and work of others.

This qualification may apply to leaders and managers in an organization where learning is used to build organizational capability. This qualification may provide academic credits for master's level qualifications, e.g., Master of Education or related degrees. The Bright College has not negotiated any articulations at the moments and any credits into higher degrees will be subject to those institutions' own credit policy.

Aims and Learning Outcomes

Graduates of this qualification will be able to develop high-level skills and knowledge in strategic management and leadership, allowing career progression to senior and management job roles within broad industry sectors.

Graduates will:

- Demonstrate the self-directed development and achievement of broad and/or highly specialized areas of knowledge and skills building on prior knowledge and skills.
- Initiate, analyze, design, plan, execute and evaluate major functions either broad and/ or highly specialized within highly varied and/or highly specialized contexts (management)
- Providing a pathway to further qualifications and learning

Unit of Competency

Students must successfully complete the following Units of Competency

Core Units

BSBHRM613 Contribute to the development of learning and development strategies

BSBLDR811 Lead strategic transformation

TAELED803 Implement improved learning practice

Elective Units

BSBLDR812 Develop and cultivate collaborative partnerships and relationships
BSBSTR801 Lead innovative thinking and practice
PSPMGT012 Facilitate knowledge management
BSBLDR601 Lead and manage organizational change
TAELED804 Review enterprise e-learning system implementation

Career Pathway

- Director and Executive Officer
- Senior Administrator/Manager
- RTO Manager
- Training and Education Manager
- Education Business Manager

Course Duration

This qualification is delivered over a period of 104 weeks with Face-to-Face training sessions and self-paced training / study with 24-week holiday breaks.

Academic Pathway

On completion of BSB80120 Graduate Diploma of Management, Student of The Bright College can progress to:
Bachelor of Business

Target Audience

- International students; multi-cultural groups
- Matured-age candidates – 18 years and above
- Candidates having completed an undergraduate degree (e.g., a bachelor's degree) or with demonstrable work experience (meeting the entry requirements)
- Sound knowledge of the underlying principles of learning education development and management
- Aspiring leaders, managers, and administrators
- Professional experience in managerial roles in organizations
- Career and higher education aspirations/goals

Entry Requirements

To enroll in this course, students must:

- Be 18 years or older at the time of commencement.
- Have successfully completed Year 12 or equivalent.
- Provide evidence of English proficiency (e.g., IELTS 6.0 or equivalent).
- Hold a valid USI (Unique Student Identifier).

Pre-Enrolment Requirements:

All students must complete a Language, Literacy, and Numeracy (LLN) test prior to enrolment. The test assesses your foundational skills in learning, reading, writing, oral communication, and numeracy at ACSF Level 3. This test helps us identify if additional learning support is required

- Learning – Level 3,
- Reading – Level 3,
- Writing – Level 3,
- Oral Communication – Level 3
- Numeracy – Level 3

Delivery Method

Face-to-Face 2.5 days per week (20 hours)

Fee

Cohorts	Tuition Fee	Resources Fee	Application Fee (One off)	Initial Payment for COE
International	\$20,500.00	\$950.00	\$350.00	\$1500.00
Domestic	\$15,000.00	\$1000.00		

*Fees are subject to change and exclude Admin and Material fees, please contact the college for confirmation.



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CONTACT US



For further information
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