



**Right Choice Training**

We Do It Right!

## Course Information

### Double Diplomas

**BSB50120 Diploma of Business and BSB51319  
Diploma of Work Health and Safety**

### START LEARNING

Kickstart your career. We deliver it right for  
you!

**RTO No#45790**

# BSB50120 Diploma of Business and BSB51319 Diploma of Work Health and Safety



RTO No: 45790

These qualifications are nationally recognised under the Australian Qualifications Framework (AQF).

## Why Study with Right Choice Training?

### The Learning supports

You are well supported throughout your course, so you won't feel alone.

You'll have access and discuss your course work on a one-on-one basis with a specialist trainer via:

- Telephone
- Email
- Virtual Classroom, Zoom, MS Teams or Skype

Available between Monday to Friday 9am to 5pm (Sydney time).



**Right Choice Training**

Phone: 1300 800 682

Email: [admin@rightchoicetraining.com.au](mailto:admin@rightchoicetraining.com.au)

Programs that give you the outcome needed to be effective at work and in your career

Fair and competitive course fees with state of art LMS. Programs delivered to suite your work requirements and lifestyle. Study anywhere at anytime



You can study at any time, any place, with unlimited trainer support, fast assessment and feedback

Start straight after enrolment!  
No minimum course timeframe. You can complete the course as quickly as you choose but within the 24 months

# BSB50120 Diploma of Business and BSB51319 Diploma of Work Health and Safety



RTO No: 45790

## Course Overview

BSB50120 Diploma of Business is an ideal qualification for individuals currently working in administration or managerial roles such as program coordinators, administration officers, business managers or executive officers, aiming to gain a formal qualification to enhance and confirm their existing experience.

BSB51319 Diploma of Work Health and Safety is ideal for those that want to gain advanced knowledge to manage WHS in their existing job, and for those that want to gain careers in WHS that require more advanced WHS knowledge than the BSB41419 Certificate IV in Work Health and Safety.

These qualifications are delivered entirely online, giving you the freedom and flexibility to adapt it to your own lifestyle and work priorities.

### Course Duration

The course duration is 24 months. We find students that are genuinely motivated to progress through the course, can complete the full course in less than 24 months.

### Who is responsible for your training?

Right Choice Training is responsible under the National Vocational Education and Training Regulator Act 2011 for the quality of the training and assessment being delivered in this course and for the issuance of all AQF certificates



## Program Outline

### BSB50120 Diploma of Business And BSB51319 Diploma of Work Health and Safety (Self- Paced online eLearning)

Training is delivered as an online self-paced study mode. The course is offered online through Learning Management System. This means students complete their course at their own pace, using an online student portal. Training delivery support may include face-to-face webinars, self-paced study, directed research, and online learning activities and tasks.

We offer learner a full circle of support and an engaging learning experience. We understand that it can be difficult to take that first step towards changing your life. Studying online with Right Choice Training will be different from how you have encountered study in the past. With us, study how and where you want, online but never alone.

# BSB50120 Diploma of Business and BSB51319 Diploma of Work Health and Safety



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## Units and Delivery

Right Choice Training has paired the BSB50120 - Diploma of Business and the BSB51319 - Diploma of Work Health and Safety course, as some of the units are common in both qualifications. You only need to complete 18 units to get both diplomas (rather than 12 and 10 units separately if you did the diplomas separately).

### BSB50120 Diploma of Business

#### Core Units:

BSBFIN501 Manage budgets and financial plans

BSBCRT511 Develop critical thinking in others

BSBSUS511 Develop workplace policies and procedures for sustainability(Common Unit)

BSBOPS501 Manage business resources

BSBXCM501 Lead communication in the workplace

#### Elective Units:

BSBOPS504 Manage business risk

BSBTWK503 Manage meetings

BSBWHS514 Manage WHS compliance of contractors(Imported unit from BSB51319)

BSBWHS520 Manage implementation of emergency procedures(Imported unit from BSB51319)

BBSBTWK502 Manage team effectiveness(Common Unit)

BSBLDR523 Lead and manage effective workplace relationships

BSBPEF502 Develop and use emotional intelligence

### BSB51319 Diploma of Work Health and Safety

#### Core Units:

BSBWHS513 Lead WHS risk management

BSBWHS515 Lead initial response to and investigate WHS incidents

BSBWHS516 Contribute to developing, implementing and maintaining an organisation's WHS management system

BSBWHS519 Lead the development and use of WHS risk management tools

BSBWHS522 Manage WHS consultation and participation processes

#### Elective Units:

BSBWHS514 Manage WHS compliance of contractors(Common Unit)

BSBWHS517 Contribute to managing a WHS information system

BSBWHS520 Manage implementation of emergency procedures(Common Unit)

BSBSUS511 Develop workplace policies and procedures for sustainability(Common Unit)

BSBTWK502 Manage team effectiveness(Common Unit)

# BSB50120 Diploma of Business and BSB51319 Diploma of Work Health and Safety



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## Entry Requirements

### Entry requirements

**You can enrol and start at any time! The course is self-paced 100% online**

To ensure you complete the course successfully, the following entry requirements apply for the BSB51319 Diploma of Work Health and Safety:

All BSB41419 Certificate IV in Work Health and Safety core units or equivalent competencies. Equivalent competencies are predecessors to the following units which have been mapped as equivalent.

- BSBWHS412 Assist with workplace compliance with WHS laws
- BSBWHS413 Contribute to implementation and maintenance of WHS consultation and participation processes
- BSBWHS414 Contribute to WHS risk management
- BSBWHS415 Contribute to implementing WHS management systems
- BSBWHS416 Contribute to workplace incident response

In Addition, you must:

Be aged 18 years or over

- Have sound language and literacy skills (at least Year 10 English, or equivalent)
- Able to commit to the course duration and time commitment
- Learners must have access to a computer and the internet
- Must supply a Unique Student Identifier (USI)
- Have a valid email account and a telephone with a valid telephone number for learning and assessment communication, support session

## National Recognition

These competencies have been drawn from the nationally endorsed industry training package the Business Services Training Package (BSB).

On successfully completing the training and assessment, the BSB51319 Diploma of Work Health and Safety and the BSB50120 Diploma of Business qualifications will be issued.

A transcript listing all units of competency will also be issued. The qualification and units of competency are nationally recognised and provide individuals with a valuable qualification that can be applied throughout Australia and the wider industries.

Right Choice Training will issue a qualification within 15 days of the final assessment being completed.



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## Benefits of Studying with Right Choice Training

### 100% Self-Paced Online eLearning

100% online eLearning course so you can study anywhere at any time. You can learn at your own pace when it suits you.

### Fast Turnaround

Your enrolment will be completed in a same day or within 24-48 hours. It means after enrolment, you will have access to your course within 12-48 hours.

Your email response query will be responded back within 48 hours and all assessments will be marked within 5-7 business days.

### Contextualised Learning Resources

Right Choice Training's learning and assessment resources have been purpose built to support our learners to learn industry best practices.

You will have learners Guide in PDF as well as eLearning modules for each unit.

All assessment packs are in word file so that you can download, work on it and upload it when ready to submit.

### Flexible Payment Options

Payment options:

- Pre- Payment during enrolment stage
- Split payment option
- Payment plan

The current cost can be found on our website. Please refer to the RTO fees and refund policy available on website

## RPL and Study Pathways

### Will previous training and experience count?

Right Choice Training recognises Recognition of Prior Learning (RPL) which considers the knowledge and skills you have already gained through your previous education and work history, attributing this to your enrolled qualification course. This may be through formal or informal training and can result in credits towards your qualification. If you have more than 5 years of relevant industry experience, please ask our friendly admin staff about Recognition of Prior Learning (RPL) eligibility.

### Future education pathways

After successfully completing Double Diplomas- BSB50120 Diploma of Business and BSB51319 Diploma of Work Health and Safety, you may like to enrol in the BSB60120 – Advanced Diploma of Business or BSB60619- – Advanced Diploma of Work Health and Safety qualification to gain additional business and WHS skills.

# BSB50120 Diploma of Business and BSB51319 Diploma of Work Health and Safety



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## Study Requirements

### Language, Literacy and Numeracy (LLN) Skill requirements

Upon enrolment, learners will be asked to confirm their previous qualifications and if required, LLN assessment will be conducted to confirm they have required level of LLN Skills

### Learner Resource Requirements

Learners will require basic stationery and a notebook according to their study preferences during the self-paced study. The learner's access to a computer that has an internet connection is mandatory to allow learners to undertake self-paced study and prepare submissions for assessment.

### Assessments

The assessment is conducted using a combination of realistic workplace tasks, written questions and answers, project work/portfolio of work, presentation and simulated case studies.

You will be required to submit your evidence for evaluation to the assessor, who will continue to maintain contact with you during the assessment decision-making process. You will also be provided with opportunities to adjust and resubmit your assessments based on the assessor's feedback.

## Career Opportunities

Successful completion of the Double Diplomas- BSB50120 Diploma of Business and BSB51319 Diploma of Work Health and Safety can qualify you for a range of roles and positions, including:

- WHS Officer
- WHS Manager
- WHS Consultant
- WHS Advisor
- Executive Officer
- Business Development Manager
- Corporate Service Manager
- HSE/EHS Manager
- WHS Coordinator
- WHS Partner
- WHS Specialist
- Business Manager
- Operations Manager
- Business Sales Leader

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Contact Us...



Contact Right Choice Training and Get  
the ball rolling!

For further information or to enrol, contact us via:



[www.rightchoicetraining.com.au](http://www.rightchoicetraining.com.au)



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