

DIPLOMA

Diploma of Business (Records and Information Management)

BSB50120



UNLIMITED ONE-ON-ONE SUPPORT



30 DAY RISK-FREE GUARANTEE



100% ONLINE LEARNING

BSB50120

DIPLOMA

Diploma of Business (Records and Information Management)

CAL's Diploma of Business (Records and Information Management) will give you key administrative business skills and strengthen your ability to manage business information and records efficiently, preparing you to manage administrative business resources effectively in any organisation. You'll develop essential skills in managing business resources and operational plans, as well as managing budgets and financial plans, and developing administrative systems to streamline business processes and ensure your organisation is operating efficiently. You'll also develop key transferable skills in communication and critical-thinking to support your information management know-how, setting you up to thrive in any operational business role, in any industry.

In-demand skills you will learn:

- Implement and manage information management systems to increase efficiency
- Develop skills in managing budgets and financial plans to understand the business financial position
- Monitor business records systems and records management to ensure information is accurate
- Manage daily business operations to ensure the office is operating effectively



Courses designed for success

We designed our courses to be aligned with industry expectations. We've consulted with industry professionals to deliver the skills that tomorrow's workforce needs today.



Focus on student experience

We take the time to understand your goals, providing personalised and flexible learning solutions driven by passionate mentors and support teams.



Committed to real outcomes

We're dedicated to making a difference in our students' lives. We focus on providing real outcomes, not just a piece of paper.

UNITS



A total of 12 units to achieve your Diploma

DURATION



Generous 24-month self-paced enrolment period

Part-time: approx 14-16 months
Full-time: approx 12 months

CAREER OPPORTUNITIES



- Records Manager
- Health Information Manager
- Information Management Specialist

INDUSTRIES



- Health
- Public Administration
- Education
- Library & archival sector
- + Many more

Course Structure

CAL has developed this Diploma qualification in consultation with industry experts. **We've hand-selected these 12 units to align your skills with industry expectations.**

Unit Code	Unit Title
MANAGING INFORMATION AND RECORDS	
BSBOPS503	Develop administrative systems
BSBINS513	Contribute to records management framework
BSBINS601	Manage knowledge and information
BSBINS501	Implement information and knowledge management systems
BSBINS512	Monitor business records systems
MANAGING AND LEADING PEOPLE	
BSBXCM501	Lead communication in the workplace
BSBCRT511	Develop critical thinking in others
MANAGING BUSINESS OPERATIONS	
BSBSUS511	Develop workplace policies and procedures for sustainability
BSBSTR503	Develop organisational policy
BSBOPS501	Manage business resources
BSBOPS502	Manage business operational plans
BSBFIN501	Manage budgets and financial plans

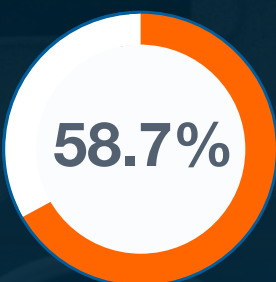
A total of 12 units to achieve your Diploma

Outcomes

As a confident and qualified leader, you'll be ready to implement and manage information management systems to increase efficiency within a business of any size. Graduating with this Diploma will set you up for success in a huge range of industries and provide you with the ability to effectively manage business information and records. You'll be ready to manage administrative policies and systems to ensure they are accurate and operating efficiently, so your business can easily ensure records are up to date and risks are reduced throughout the records management lifecycle. You'll also have the skills to develop policies within the business to achieve best practices to support consistent, accurate, high-quality records and information management and set your company up for long-term success.

With a strong foundation in Records and Information Management, some common career pathways

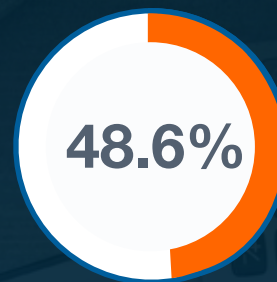
RECORDS MANAGER	\$63,000
HEALTH INFORMATION MANAGER	\$103,000
INFORMATION MANAGEMENT SPECIALIST	\$108,000



Managers with at least a Diploma qualification



The average salary for management in the industry



Employers wanting people with a qualification



“This course has been instrumental in teaching me the importance of setting goals. I have been able to write policies and procedures for my workplace and have a much better understanding of the importance of planning and implementing new administrative systems.”

TRACY

MANAGER - TOURIST PARK

Double Diploma of Business Administration (BSB50415) + Leadership & Management (BSB51918)



“Studying has allowed me to prove my abilities and certify my experience in my working career.” Since completing her qualification with CAL, Elizabeth progressed her career from Administration Officer to Finance Manager.

ELIZABETH

FINANCE MANAGER

Double Diploma of Business Administration (BSB50415) + Leadership & Management (BSB51918)

Flexible Options

Our courses are designed for adult learners with busy lives. We know life can be unpredictable, and circumstances change. That's why we make our study options as flexible as we can to cater to your lifestyle. You'll have the freedom to study when it suits you with our self-paced courses and generous 24-month enrolment period.

CAL	Competitors
<input checked="" type="checkbox"/> \$0	RPL Application Cost \$1500* X
<input checked="" type="checkbox"/> \$0	6-Month Extension Cost \$500* X
<input checked="" type="checkbox"/> \$150	Refund Processing Fee \$280* X
<input checked="" type="checkbox"/> 30 Days	Refund Period 14 Days* X
<input checked="" type="checkbox"/> Free 90 Days	Deferral Period 30 Days* X

*Up to



Risk-Free Guarantee

If the course isn't right for you, withdraw within 30 days for a refund.*



Free Deferral

You can pause your studies, then pick them back up when you're ready.*



Free Extension

If you require additional study time, we can help.*

*Terms and conditions apply

Simple Payment Options

We understand that you need straightforward course fees. We offer transparent payment plans as well as discounted upfront payment options for our courses, where you will see your complete schedule of fees before you make any payments.

We also keep our administrative fees simple. We don't aim to make a profit in order to cater to our students' needs – we just do it.



Flexible Payment Plans



Discounted Upfront Payments



No Hidden Fees

Here to Support you

Our Learning Coaches

At CAL, our Learning Coaches take great care in delivering real support for our students. They are experts in their industries with a wealth of knowledge and real-world experience, and are committed to helping you achieve your goals.

Our team of Learning Coaches are available to our students to go over specific course content, as well as being there to bounce ideas off and get practical advice from someone who has already seen it in action.

KERRI WADDELL

HEAD COACH - BUSINESS

Kerri is a Learning and Development (L&D) professional with 21 years' experience in the field. She has a holistic understanding of the L&D function. She has a broad range of skills, knowledge and capabilities related to organisational training and assessment delivery, L&D planning and reporting, staff development, leadership/management, performance management, HR functions and project management.



90% of our students surveyed rated the coaching as excellent*

Our Student Success Advisors

Our Student Success Advisors are here to ensure that you have everything you need to be successful in your studies. They are your number one supporters, helping you with motivation, study plans and tips on productivity and organisation.

“Being an online student myself I understand the students' experience which allows me to motivate and support our students while relating to them.”

ALYSIA

“Assisting my students in their pathways to success and greatness brings me a lot of joy. I love helping them achieve their goals.”

GALIT



*Statistics sourced from 2012, 2017, 2018 and 2019 Completed Student Surveys

FAQs

RECOGNITION

Where is this qualification recognised?

The College for Adult Learning is a Registered Training Organisation TOID 22228 and all of our Certificate IV and Diploma qualifications adhere to the Australian Qualification Framework (AQF). They are Nationally Recognised and internationally respected qualifications, issued on behalf of the Australian Government.

REQUIREMENTS

Are there any prerequisites for the course?

Our students are required to be 18 years or older at the time of registration and demonstrate the required level of competency in English language, literacy and numeracy skills. If English isn't your first language, you may be asked to sit an LLN test to ensure you are suitable to undertake the course.

What IT requirements do I need to complete the course?

You will need regular access to a laptop, desktop computer or another device with an adequate and reliable internet connection, at least the equivalent of Microsoft Office or Office for Mac, with word-processing capabilities and spreadsheets and a PDF reader installed, full permissions to install and access third-party software as required. You will also need regular access to a laptop, desktop computer or device with an adequate camera to undertake video calls for assessments as required.

SUPPORT

What support is provided?

All support is provided by CAL, you can book in coaching calls when you need them as well as send through support requests to be answered by our Learning Coaches and Student Success Advisors. You can even get quick answers from our Live Chat with Student Support.

I work full time, can I access my coach after hours?

Our coaches work late on selected nights of every week, so we are happy to book in after-hours calls. We have students across all timezones, so our Learning Coaches are conscious of accounting for time differences.

COURSE STRUCTURE

How is the course delivered?

The course is 100% online and self-paced, so you can study on your own terms. Make your way through the units with clear tutorials, supporting content downloads, as well as regular checkpoints to test and strengthen your learning along the way. You'll complete a combination of quizzes, written activities, and practical assessment tasks to demonstrate your skills.

What are the assessments?

There are no exams for the course. All assessments involve practical and job-ready applications based on your workplace or the case studies we provide. There are different assessment elements, including interactive simulation and role play activities. These activities are conducted with a Learning Coach and may need to be completed with others (e.g. coworkers, friends or family) in real-time through Zoom or in a pre-recorded video. Video assessments allow us to assess your interpersonal skills needed for management roles. This is an innovative method to engage with your learning by acting out crucial situations you would encounter in the workplace, in a safe environment with an industry expert. You'll be able to hone your new skills in real-time with your Learning Coach and get valuable feedback so you can confidently demonstrate your learning in the workplace.

How long does the course take?

Our courses are completely self-paced, meaning you can study around your lifestyle. No strict deadlines, no inflexible classes to work around, no pressure to work to someone else's schedule. Depending on the time you commit and your learning style, studying part-time you could see you complete the course in approximately 16 months. You'll have the freedom to study when it suits you with our generous 24-month enrolment period.

When can I start?

We have no restrictive intake periods, so you can start as soon as we've processed your course registration and official enrolment form. This is typically done in as little as two business days. We also have options to start your payment plan while delaying your course commencement date until you're ready to begin studying within three months.

Why CAL?

We're committed to igniting real change by inspiring one student at a time and giving them the power to shape their own world.

The College for Adult Learning formed as a Registered Training Organisation (RTO) in 2009, founded by Helen Sabell and Rob Golding. They wanted to change the way we deliver adult education through dedication to outcomes-focused, practical training solutions with unparalleled support and flexibility.

They built the foundation for an RTO that is committed to making a difference and inspiring transformation through learning.

At CAL, we live by this in everything we do, from our unique flexible delivery to our bespoke content written in partnership with industry leaders, through to our hands-on and personalised approach to support.



We've been making a difference since 2009

From our humble beginnings, we've grown to a leading player in online training, remaining true to our commitment to make a difference for adult learners. After a decade of education, we've made a difference to over 10,000 students' lives.

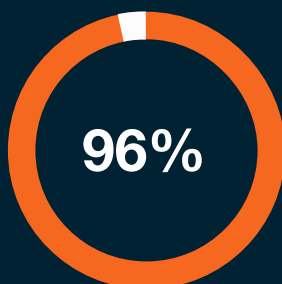
Real Outcomes Guarantee



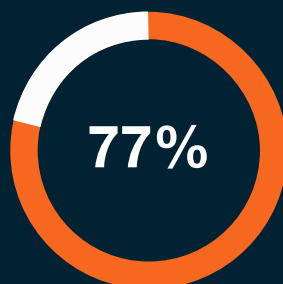
Our Real Outcomes Guarantee is our commitment to you and your career goals, ensuring that your studies will give you real-world benefits.

When you enrol, tell us about your motivation and goals for your study. To help give you the extra boost to reach your goals, throughout your course you'll be able to undertake elective learning to develop your skills, get mentoring and support from industry experts, and get exclusive access to our Careers Hub.

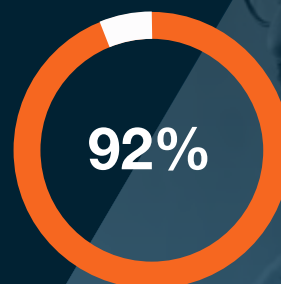
Our Careers Hub is designed to help you achieve your goals by providing you with complimentary resume and cover letter feedback, complimentary 30-minute career consultations and access to a suite of career management topics, tools and resources.



of our students surveyed achieved their primary study goal



of our students surveyed achieved multiple study goals



recommend CAL to people looking to progress their career



“Studying with CAL has [...] opened up doors for gaining better employment and wages for me. Struggling with surviving in my previous job, I decided to step out of the box and gain a higher qualification than I had. I applied for a new job and having started my course, this had a bearing on gaining the position I am now in.”

ROSALIND

CAL Graduate



“10 years ago, I was almost unemployable, now I'm being headhunted for roles. In 10 years, I will (hopefully) be retired.”

JEREMY

CAL Graduate

Apply Now, Start Tomorrow

In just four easy steps you'll be on your way to taking your career to new heights.



Our Learning Consultants are here to help you find the right study path for your career.

Now that you've enquired, the next step is to apply to enrol.

You'll be put in contact with your own Professional Learning Consultant to guide you through the registration and enrolment process and get you started in your exciting new course with CAL.

APPLY NOW