HELLO THERE, OUR DREAM IS TO HELP YOU MAKE GREAT HAPPEN

Industry endorsed
University Pathways
Payment options
Student satisfaction

$5000 VET Student Loan available

Take the next step in your business career

Boost your career, further study and employment opportunities by gaining essential business skills required to meet any organisation's objectives. This diploma will fine tune your technical business skills and put you on the path to becoming a manager or business leader in disciplines including human resources, risk management, operational planning, customer service, marketing opportunities, innovation and sustainability.

LOCATION/S
Springfield, Toowoomba

DURATION
Full time: up to 6 months

Course delivery options

<table>
<thead>
<tr>
<th>WORKLOAD</th>
<th>LOCATION</th>
<th>DELIVERY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full time</td>
<td>Springfield, Toowoomba</td>
<td>Classroom</td>
</tr>
</tbody>
</table>

Key dates

For key start dates for each location visit the online brochure for this course (under the course details tab).

tafesouthwest.edu.au/course/16452

Entry requirements

While there are no formal entry requirements for this qualification, it is recommended

...more online

Resources required

It is essential that you have access to a reliable internet connection to access TAFE Queensland's online systems, and

...more online

If you're an eligible existing worker in the building and construction industry, you may be able to undertake this qualification at a reduced cost thanks to funding from Construction Skills Queensland (CSQ). Funding is available to assist workers to gain high level qualifications, upgrade skills, or gain recognition for existing skills.

TAFE

...more online

Accurate as at 11 September 2017. For the latest information see:
tafesouthwest.edu.au/course/16452

RTO 0275
CRICOS 03020E
University pathways

If you want to go on to further study at university, TAFE Queensland has a pathway option to get you there. In many cases, completing one of our diplomas will give you a full year of credit towards a degree with one of our partner universities. That means cutting down the amount of time you need to complete your degree, or even enrolling straight into the second year of your university course.

More info:
Learn more about University Pathways

Our pathway partners include:

<table>
<thead>
<tr>
<th>University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Griffith University</td>
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<tr>
<td>Queensland University of Technology</td>
</tr>
<tr>
<td>James Cook University</td>
</tr>
<tr>
<td>University of Queensland</td>
</tr>
<tr>
<td>University of Canberra</td>
</tr>
</tbody>
</table>

Outcome

BSB50215 Diploma of Business

Job prospects
- Executive Officer
- Program Consultant
- Program Coordinator
- Manager

Are you ready to take the next step on your path to great?

Enrol today to secure your spot in this course.

How to enrol

You're ready if you have:
- checked your meet the entry requirements (under the course details tab)
- checked your important dates (under the course details tab)
- checked your course costs and know which payment option is right for you (under the costs tab)
- checked your rights and responsibilities as a student, as detailed in the student handbook and refund policy
- Created your Unique Student Identifier and can provide this code to Customer Service TAFE Queensland

All done? Then head to the link below to complete your enrolment:
tafesouthwest.edu.au/study-with-us/enrolment-fees/enrol

Recognition of prior learning

Fast-track to a formal qualification by earning credit for the things you already know. Getting recognition for the skills you've gained from the workplace and/or previous learning means less study time for you and getting qualified a whole lot sooner.

More info:
tafesouthwest.edu.au/study-with-us/career-changers/jobseeker/recognition-prior-learning/

Units

The successful achievement of this qualification requires you to complete 8 elective units in total, as per the list below.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBRSK501</td>
<td>Manage risk</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBRES401</td>
<td>Analyse and present research information</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBADM502</td>
<td>Manage meetings</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBHRM506</td>
<td>Manage recruitment selection and induction processes</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBADM504</td>
<td>Plan and implement administrative systems</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBINN502</td>
<td>Build and sustain an innovative work environment</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBLDR503</td>
<td>Communicate with influence</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBPMG522</td>
<td>Undertake project work</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBWORS1</td>
<td>Manage personal work priorities and professional development</td>
<td>Elective</td>
</tr>
</tbody>
</table>

Available via Recognition of Prior Learning (RPL) only

Accurate as at 11 September 2017. For the latest information see:
tafesouthwest.edu.au/course/16452

RTO 0275
CRICOS 03020E
BSBHRM513  Manage workforce planning  Elective

Disclaimer

The elective units available may vary between locations, delivery modes and intakes.