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

Take the next step in your management career

Business, leadership and management skills are highly sought after in any industry or organisational setting. This dual qualification will provide you the business acumen, leadership, people and management skills to perform a number of management and Executive assistant-level positions within the corporate world. You’ll learn about workforce and performance planning, risk management, innovation and sustainability, budgets and financial plans, and managing effective workplace relationships and communications, amongst other advanced concepts in contemporary management.

LOCATION/S
Springfield, Toowoomba

DURATION
Part time: up to 1.5 years / up to 3 sessions per week

Course delivery options
WORKLOAD LOCATION DELIVERY
Part time up to 3 sessions per week Springfield, Toowoomba Classroom

Entry requirements
While there are no formal entry requirements for these qualifications, it is strongly recommended that candidates have some experience in a management role.

Resources required
It is essential that you have access to a reliable internet connection to access TAFE Queensland’s online systems, and any additional software required for your learning.

Accurate as at 7 June 2017. For the latest information see: tafesouthwest.edu.au/course/16535

RTO 0275
CRICOS 03020E

FULL FEE $8,750

Got a question?
Enquire about your full fee study options

...more online

Please note that a $5000 VET Student Loan Cap applies to each qualification.

- Diploma of Business - $5000 VET Student Loan Available
- Diploma of Leadership and Management - $5000 VET Student Loan Available

TAFE Queensland South West has a range of payment options to help you make great happen. If you are unsure of what’s right for you, or just want someone to talk it over with, call us on 1300...
Outcome

BSB50215 Diploma of Business

BSB51915 Diploma of Leadership and Management

Job prospects
- Managers
- Team Leader
- General Managers
- Executive Officer
- Program Consultant
- Program Coordinator

Units

The successful achievement of the Diploma of Business requires you to complete 8 elective units in total.

The successful achievement of the Diploma of Leadership and Management requires you to complete 12 units in total, including 4 core units and 8 elective units.

The units listed below are recognised in both qualifications as either core or elective choices; therefore by successfully completing the 14 units listed below you will have satisfied the requirements for this dual program.

**BSBRES401 Analyse and present research information**
**Elective**

**BSBITU401 Design and develop complex text documents**
**Elective**

**BSBINN502 Build and sustain an innovative work environment**
**Elective**

**BSBRSK501 Manage risk**
**Elective**

**BSBADM504 Plan and implement administrative systems**
**Elective**

**BSBWORS01 Manage personal work priorities and professional development**
**Elective**

**BSBADM502 Manage meetings**
**Elective**

**BSBHRM506 Manage recruitment selection and induction processes**
**Elective**

**BSBCUS501 Manage quality customer service**
**Elective**

**BSBFIM501 Manage budgets and financial plans**
**Elective**

**BSBLDR501 Develop and use emotional intelligence**
**Core**

**BSBLDR502 Lead and manage effective workplace relationships**
**Core**

**BSBMGT517 Manage operational plan**
**Core**

**BSBWORS02 Lead and manage team effectiveness**
**Core**

Disclaimer

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

Enrol now

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/

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