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

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 / 2 days per week

What are my payment options?

No matter what your circumstances, TAFE Queensland South West has a payment option to suit you. If you are unsure of what's right for you, call us on 1300 914 754. We're here to help.

FULL FEE | $5,100
This is the total cost of the course.

Got a question?
Enquire about your full fee study options

Outcome

Accurate as at 4 April 2018. For the latest information see:
tafesouthwest.edu.au/course/16452

ARE YOU READY TO TAKE
BSB5215 Diploma of Business

### 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:

![University logos]

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### 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>Code</th>
<th>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>BSBHRS506</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>BSBLDLR503</td>
<td>Communicate with influence</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBPMG522</td>
<td>Undertake project work</td>
<td>Elective</td>
</tr>
</tbody>
</table>

Available via Recognition of Prior Learning (RPL) only

<table>
<thead>
<tr>
<th>Code</th>
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<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBWORS01</td>
<td>Manage personal work priorities and professional development</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBHRS513</td>
<td>Manage workforce planning</td>
<td>Elective</td>
</tr>
</tbody>
</table>

**Disclaimer**

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

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### Job prospects

- Program Consultant
- Executive Officer
- Program Coordinator
- Manager

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**THE NEXT STEP ON YOUR PATH TO GREATNESS?**

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:


**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:


**Make your future happen**

Connect with TAFE on Facebook

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[tafesouthwest.edu.au/course/16452](tafesouthwest.edu.au/course/16452)