



DOUBLE DIPLOMA OF **LEADERSHIP AND MANAGEMENT** NATIONAL CODE: BSB51915 AND **BUSINESS ADMINISTRATION** NATIONAL CODE: BSB50415

Gain two qualifications at the same time with our double diplomas.

Fast-track your learning and prepare yourself for that next step in your career.

Our Double Diploma of Leadership and Management and Business Administration is designed to equip you with the practical skills that you need to perform as a professional administrator or manager. All subjects are taught by industry experts and bring the latest trends and practices used in the workplace.

DURATION

18 months

STRUCTURE

To receive the Double Diploma you will only need to complete 14 units compared to 21 units if you studied them separately.

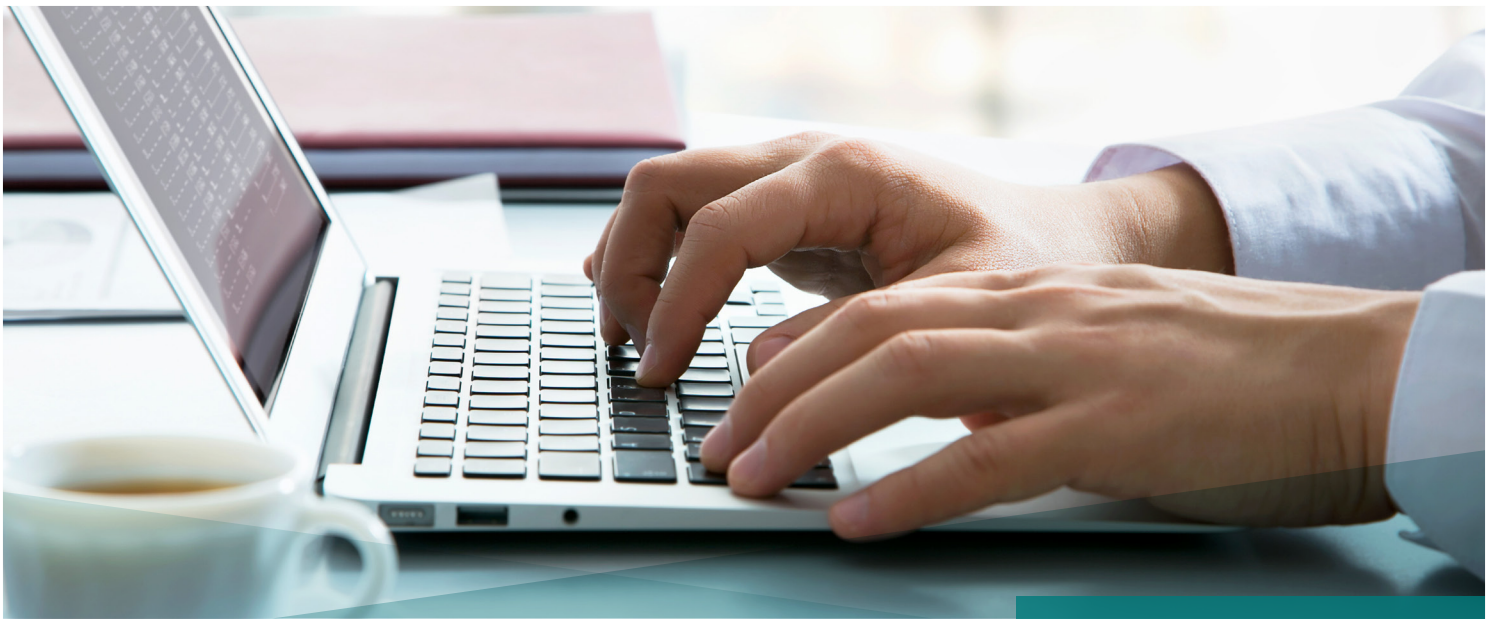
BSBLDR501	Develop and use emotional intelligence
BSBMGT517	Manage operational plans
BSBLDR502	Lead and manage effective workplace relationships
BSBWOR502	Lead and manage team effectiveness
BSBFIM501	Manage budgets and financial plans
BSBMGT502	Manage people performance
BSBRISK501	Manage risk
BSBHRM405	Support the recruitment, selection and induction of staff
BSBWOR501	Manage personal work priorities and professional development
BSBADM502	Manage meetings
BSBADM503	Plan and manage conferences
BSBADM504	Plan and implement administration systems
BSBADM506	Manage business document design and development
BSBPMG522	Undertake project work

INVESTMENT

- Smart and Skilled Subsidised Fees

OR

- NSI Plus Fee \$6900.



ASSESSMENTS

A range of assessment methods are used in this course. These may include case studies, projects, practical exercises and reports, providing you a well-rounded portfolio of work experience.

PREFERRED PATHWAY

While there are no formal educational requirements for entry, the preferred pathway is the completion of the Certificate IV in Leadership and Management or Certificate IV in Business or Business Administration. Equivalent industry experience will also be considered. To help us assess your suitability for this course you may be asked to provide evidence of your previous qualifications and experience.

LEARNING PATHWAY

Students who complete this course may continue with a pathway that leads to an advanced diploma course from the Business Services Training Package.

Students who complete a diploma or advanced diploma may also apply for direct entry into the Australian Catholic University or Macquarie University or may enrol in the Bachelor of Business Studies at Charles Sturt University, delivered at the Northern Sydney Institute.

For further information about our degree programs go to nsi.edu.au/degreeprograms.

TERMS AND CONDITIONS

- » To learn more about our VET Student Loan conditions, please contact us on 131 674.
- » Registration and payment are required and must be received before you commence your online studies (NSI Plus).
- » No refunds are given once you are enrolled. However, a substitute may participate in your place (NSI Plus).
- » Students withdrawing from a qualification are required to notify their institute in writing.
- » If a course is cancelled you are entitled to a full refund.
- » Students are not eligible for refund on incidental fees.

TAFE NSW courses commence only if there are sufficient resources and demand. Every effort was made to ensure this information was accurate as at December 2016. Changes may have taken place since that time. Contact the Northern Sydney Institute, part of TAFE NSW to confirm course details and availability.

THE BENEFITS OF OUR ONLINE DUAL DIPLOMAS



ONLINE

Fit study around your work and lifestyle.



SAVE TIME AND MONEY

Finish studies in a shorter time and save money. Complete subjects common to dual qualifications and receive credit which reduces study time and unnecessary fees.



RECOGNITION OF PRIOR LEARNING

Get your prior learning or experience credited towards a course of study.



VET STUDENT LOAN

VET Student Loan may be available for eligible students so that you can study now and pay later.



GOVERNMENT SUBSIDISED

The government will pay part of your fee and you pay the balance if eligible.



NATIONALLY RECOGNISED
TRAINING

**CONTACT US
TO ENROL**

 (02) 9942 3335  nsi.onlinecourses@tafensw.edu.au
 nsi.edu.au/studyonline