Business Online

Diploma of Management

Do you want to become a team leader? This course is for people who want to develop the knowledge and skills to work in management across a range of business and organisational settings. You can select electives from areas including management, financial management, human resource management, customer service, franchising and workplace relations.

TAFE NSW Course No: 17831  |  National Code: BSB51107  |  Nationally Recognised Training
This course is delivered online

Course delivery
This online program allows you to complete your Diploma of Management within one year. Studying online, anywhere, anytime, means you can control your own learning at a pace you are comfortable with. A dedicated online facilitator (teacher) manages the learning environment, communicates with students, supports student learning and provides feedback on work submitted.

Course structure
This course requires completion of eight (8) units of competency. The units delivered in this course are:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>BSBPMG522A</td>
<td>Undertake project work</td>
</tr>
<tr>
<td>BSBRSK501B</td>
<td>Manage risk</td>
</tr>
<tr>
<td>BSBMGT515A</td>
<td>Manage operational plan</td>
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<tr>
<td>BSBFIM501A</td>
<td>Manage budgets and financial plans</td>
</tr>
<tr>
<td>BSBSUS501A</td>
<td>Develop workplace policy and procedures for sustainability</td>
</tr>
<tr>
<td>BSBHRM513A</td>
<td>Manage workforce planning</td>
</tr>
<tr>
<td>BSBMGT502B</td>
<td>Manage people performance</td>
</tr>
<tr>
<td>BSBWOR501B</td>
<td>Manage personal work priorities and professional development</td>
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Assessments
A range of assessment methods are used in this course. These may include case studies, projects, practical exercises, reports and video presentation, each providing you with a portfolio of work experience.

Career Opportunities
Job roles and titles vary across different industry sectors. Whether you want to work as an executive officer, project officer, programs coordinator or human resources officer, this course allows you to learn and apply your skills and knowledge in a flexible way that suits you.

Unlock your potential. It starts here.

131 674  •  www.nsi.edu.au/studyonline
Entry Requirements – preferred pathway
While there are no formal educational requirements for entry into this course, the preferred pathway is the completion of the 17822 Certificate IV in Frontline Management (BSB40807) or equivalent industry experience. To help us assess your suitability for this course you may be asked to provide evidence of your previous qualifications and experience.

Recognition of Prior Learning
TAFE NSW recognises the skills and knowledge you have gained in other courses, life experience or at work. You may be able to have your prior learning recognised and credited towards a course of study. Your online program will provide you with information on assessing your own skills against the qualification. For further general information call 131 674 or go to www.nsi.edu.au/recognition

How to register
For registration, enrolment details and course enquiries email nsi.onlinecourses@tafensw.edu.au or call 02 9448 4518.

Terms and Conditions
Withdrawals must be submitted on the 2013 Withdrawal/Refund Application form for VET FEE-HELP students.

- 10% administration fee may apply to withdrawals after an advertised administration date and before an advertised census date for each unit of study
- students withdrawing from a unit of study after an advertised Census date, will be liable for the TAFE NSW full tuition fee or VET FEE-HELP debt for that unit of study.

TAFE NSW courses commence only if there are sufficient resources and demand. Every effort was made to ensure this information was accurate as at June 2014. Changes may have taken place since that time. Contact the Northern Sydney Institute, part of TAFE NSW to confirm course details and availability.

For further information:
Phone: 131 674 I Email: nsi.onlinecourses@tafensw.edu.au
The Northern Sydney Institute, part of TAFE NSW
Crows Nest Campus
149 West Street Crows Nest NSW 2065

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