Do you want to further your business career? This course is designed to provide individuals with substantial experience and skills across a wide range of business functions. It suits the needs of individuals who possess sound theoretical business skills and knowledge, but with little or no vocational experience and would like to develop these in order to create further educational and employment opportunities.

**Course delivery**

This online program allows you to complete your Diploma of Business 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:

- BSBHRM501A  Manage human resources services
- BSBHRM506A  Manage recruitment selection and induction processes
- BSBLLED502A  Manage programs that promote personal effectiveness
- BSBRSK501B  Manage risk
- BSBPMG510A  Manage projects
- BSBMGT403A  Implement continuous improvement
- BSBMG501B  Identify and evaluate marketing opportunities
- BSBHRM513A  Manage workforce planning

**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.
Entry Requirements – preferred pathway
While there are no formal educational requirements for entry, the preferred pathway is the completion of the 17804 Certificate IV in Business (BSB40207) 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 9 September 2013. 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