Our Double Diploma of Human Resources Management and Business Administration is designed to provide you with the practical skills that you need to excel as a professional in the business industry. All subjects are taught by industry experts and bring the latest trends and practices from the sector.

**DURATION**
18 months fully online.

**STRUCTURE**
To receive the Double Diploma you will only need to complete 13 units compared to 17 units if you studied them separately.

- **BSBMGT502** Manage people performance
- **BSBHRM501** Manage human resources services
- **BSBHRM513** Manage workforce planning
- **BSBHRM512** Develop and manage performance-management processes
- **BSBHRM506** Manage recruitment selection and induction processes
- **BSBWRK510** Manage employee relations
- **BSBWH5401** Implement and monitor WHS policies, procedures and programs to meet legislative requirements
- **BSBPMG522** Undertake project work
- **BSBSUS501** Develop workplace policy and procedures for sustainability
- **BSBADM502** Manage meetings
- **BSBADM503** Plan and manage conferences
- **BSBADM504** Plan or review administration systems
- **BSBADM506** Manage business document design and development

Unlock your potential. It starts here.

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DOUBLE DIPLOMA

PREFERRED PATHWAY
While there are no formal educational requirements for entry, the preferred pathway is the completion of the Certificate IV in Human Resources or Certificate IV in 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.

CAREER PATHWAY
Charles Sturt University (CSU) has joined with us to develop an articulated pathway program for our graduates who wish to complete the university degree. Continue your studies with us and graduate with a Bachelor of Business Studies degree from Charles Sturt University.

TERMS AND CONDITIONS
» Withdrawals must be submitted on the 2016 Withdrawal/Refund Application form for VET FEE-HELP students.
» 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.

INVESTMENT
$6,900

VET FEE-HELP APPROVED
VET FEE-HELP is a loan scheme introduced by the Australian government to assist eligible students to pay tuition fees for certain higher level courses. Students repay their loans through the Australian taxation system. To check if you are eligible for VET FEE-HELP visit our website nsi.edu.au/vetfeehelp.

CONTACT US TO ENROL
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nsi.edu.au/studyonline

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