Our Double Diploma of Leadership and Management and Business Administration is designed to provide 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 fully online.

**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
- BSBRSK501  Manage risk
- BSBHFM405  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 or review administration systems
- BSBADM506  Manage business document design and development
- BSBPMG522  Undertake project work

**THE BENEFITS OF DUAL DIPLOMAS**

- **SAVE TIME AND MONEY**
  By completing subjects in one diploma you can then gain credit for subjects in the other diploma meaning less time studying. Get accredited in both areas and save money.

- **RECOGNITION OF PRIOR LEARNING**
  Get your prior learning or experience credited towards a course of study.

- **STUDY ONLINE**
  Fit study around your work and lifestyle by studying anywhere and anytime.

- **VET FEE-HELP**
  VET FEE-HELP is available for eligible students so that you can study now and pay later.
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 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.

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

(02) 9448 4518
nsi.onlinecourses@tafensw.edu.au
nsi.edu.au/studyonline

Unlock your potential. It starts here. Call 131 674 or visit nsi.edu.au/studyonline