

Diploma of Business – Options

- **Diploma of Business (8 Units) - \$3288 after CSQ funding**

Select your units – next page

Dual Qualifications

Make your future employment more flexible with 2 highly valued qualifications.

Gaining two qualifications often increases your chance of employment and promotions, and extends the industries in which you can gain employment. It shows employers that you are really serious about professional development and your career.

Fees are much lower for the 2nd qualification, so you save \$\$\$.

Many of our past Diploma students have gained 2 qualifications at the same time.

Diploma of Business + Choose 1

- **Diploma of Business Administration (8 Units) - \$3288 after CSQ funding**
- **Diploma of Quality Auditing (8 Units) - \$3288 after CSQ funding**
- **Diploma of Human Resources Management (9 units) – \$4028 after CSQ funding**
- **Diploma of Leadership & Management (12 Units) - \$5848 after CSQ funding**



Diploma of Business - Design your Qualification

Choose 8:

BSBADM502 Manage meetings
 BSBADM504 Plan and implement administrative systems
 BSBADM506 Manage business document design and development
 BSBHRM501 Manage human resources services
 BSBHRM513 Manage workforce planning
 BSBHRM506 Manage recruitment, selection and induction processes
 BSBMKG508 Plan direct marketing activities
 BSBMKG510 Plan e-marketing communications
 BSBMGT403 Implement continuous improvement
 BSBRISK501 Manage risk
 BSBWOR501 Manage personal work priorities and professional development

BSB50215 Diploma of Business + Diploma of Business Administration – 8 units

BSBADM502 Manage meetings
 BSBADM503 Plan and manage conferences
 BSBADM504 Plan and implement administrative systems
 BSBADM506 Manage business document design and development
 BSBPMG522 Undertake project work
 BSBCUS501 Manage quality customer service
 BSBWOR501 Manage personal work priorities and professional development
 BSBMGT403 Implement continuous improvement / BSBRISK501 Manage Risk

BSB50215 Diploma of Business + Diploma of Human Resources Management

BSBHRM501 Manage human resources services
 BSBHRM506 Manage recruitment selection and induction processes
 BSBHRM513 Manage workforce planning
 BSBHRM512 Develop and manage performance-management processes
 BSBWRK510 Manage employee relations
 BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements

Choose 3

BSBRISK501 Manage risk
 BSBPMG522 Undertake project work
 BSBMGT502 Manage people performance
 BSBLED501 Develop a workplace learning environment
 BSBFIM501 Manage budgets and financial plans

BSB50215 Diploma of Business + BSB51615 Diploma of Quality Auditing

BSBWOR501	Manage Personal Work Priorities and Professional Development
BSBFIM501	Manage Budgets and Financial Plans
BSBMGT516	Facilitate Continuous Improvement
BSBADM502	Manage Meetings
BSBAUD402	Participate in a Quality Audit
BSBRISK501	Manage Risk
BSBINM501	Manage an Information or Knowledge Management System
BSBADM504	Plan and Implement Administrative Systems

BSB50215 Diploma of Business + BSB51915 Diploma of Leadership & Management

BSBWOR501	Manage Personal Work Priorities and Professional Development
BSBFIM501	Manage Budgets & Financial Plans
BSBHRM405	Support the Recruitment, Selection and Induction of Staff
BSBRISK501	Manage Risk
BSBADM502	Manage Meetings
BSBPMG522	Undertake Project Work
BSBWHS501	Ensure a Safe Workplace
BSBMGT502	Manage People Performance

BSB51915 Diploma of Leadership & Management – extra units needed

BSBWOR502	Lead and Manage Team Effectiveness
BSBLDR502	Lead and Manage Effective Workplace Relationships
BSBMGT517	Manage Operational Plan
BSBLDR501	Develop and use Emotional Intelligence