



Business Services, Leadership and Management

Whether you are just starting out or already have experience, a TAFE NSW course in business services, leadership, and management will provide you with insight and inspiration, as well as skills in business strategy, operational execution, and effective team management. With a TAFE NSW qualification in business services, leadership, and management, you can thrive in a range of environments.



Job opportunities ¹

There has been an increase in demand for Clerical and Administrative workers (28,400 job ads, +12.8% over the year), Managers (19,700 job ads, +5.2% over the year) and Business Services Professionals (56,100 job ads, +16.5% over the year)



Annual growth +7% ²

Business Services is one of the largest employing industry sectors in Australia – with a forecast of a 7% increase in employment over the next 3 years.

Qualifications you can earn at TAFE NSW

These days, business is ... well, it's big business, and TAFE NSW has a range of Business Services, Leadership and Management courses to help you climb the ladder and make your mark. Whether you want to work in a small business or a large multi-national, specialist work or general management roles, our courses can set you up for ongoing success.

Course	Code
Certificate I in Workplace Skills	BSB10120
Certificate II in Workplace Skills	BSB20120
Certificate III in Business	BSB30120
Certificate IV in Business	BSB40120
Diploma of Business	BSB50120
Bachelor of Business	HE20514
Certificate IV in Human Resource Management	BSB40420
Diploma of Human Resource Management	BSB50320
Certificate IV in Marketing and Communications	BSB40820
Diploma of Marketing and Communications	BSB50620
Advanced Diploma of Marketing and Communications	BSB60520
Certificate III in Entrepreneurship and New Business	BSB30220

Course	Code
Certificate IV in Entrepreneurship and New Business	BSB40320
Certificate IV in Leadership and Management	BSB40520
Diploma of Leadership and Management	BSB50420
Advanced Diploma of Leadership and Management	BSB60420
Certificate IV in Project Management	BSB40920
Diploma of Project Management	BSB50820
Certificate III in Legal Services	BSB30320
Certificate IV in Legal Services	BSB40620
Diploma of Paralegal	BSB50720
Undergraduate Certificate in Business Management	HE20543
Graduate Certificate in Leadership	HE20503

NOTE: Flexible delivery option available for the above courses – part time study: 12-24 months or full time study: 6-18 months. Graduate Certificate in Leadership (HE20503) – part time study: 2 semesters or full time study: 1 semester. Bachelor of Business (HE20514): 3 years.

Fees for your course

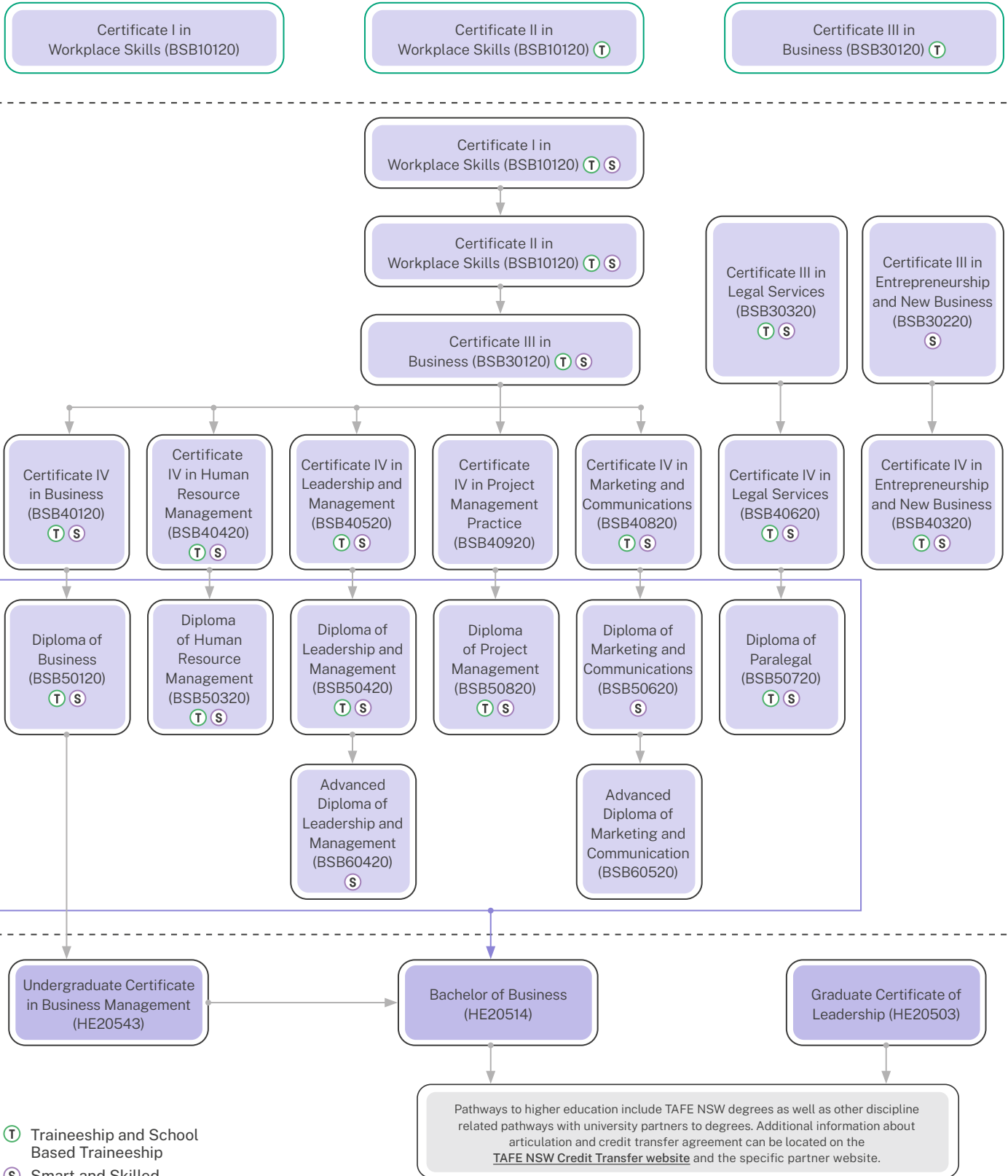
A range of criteria apply for course fees, access to government subsidised training, student loans, payment by instalment, fee concessions, and fee exemptions that are available to eligible students. The training for all or some of the courses listed is subsidised by the NSW Government under Smart and Skilled funding. Visit tafensw.edu.au/enrol/fees.

¹ Vacancy Report - Australian National Skills Commission, Feb, 2021. ² Employment forecast data from TAFE NSW - Strategy and Research 2021 and Deloitte Access Economics 2020.

Disclaimer: Please check to ensure that courses are currently being offered at your preferred TAFE NSW location. Course delivery and duration may also vary between TAFE NSW locations, so please confirm before enrolling. Fee free eligibility may apply. Correct at time of publication (October 2021). RTO 90003 | CRICOS 00591E | HEP PRV12049

How you can grow your career

When you study with TAFE NSW, there are any number of courses that lead to an even greater number of career opportunities. However, before you can earn certain qualifications, you may have to complete some pre-requisite courses. Below are some examples of career progression pathways you could follow.



TVET (School)

Enter directly at any point

Conditional entry

For more information contact 131 601