

BUSINESS SERVICE, LEADERSHIP AND MANAGEMENT COURSES



Whether you are just starting out or already have experience in a business role, 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. A TAFE NSW qualification in Business Services, Leadership and Management means you can thrive in a range of environments.

"I'm currently working full time and studying online. TAFE Digital really has given me a flexible lifestyle."

HARRISON, DIPLOMA OF LEADERSHIP AND MANAGEMENT

IS IT RIGHT FOR YOU?

- Are you professional and ethical?
- Are you a team player?
- Are you interested in problem solving?
- Are you well organised?
- Are you a good communicator?
- Do you love to lead and inspire?
- Are you diplomatic?
- Are you driven and focused?

COURSES WE OFFER INCLUDE:

- Business
- Leadership and Management
- Project Management
- International Business
- New Small Business
- Work Health Safety
- Auditing
- Real Estate
- Property Valuation

CAREER OPPORTUNITIES

- Supervisor, Team Leader or Manager
- Program or Project Administrator
- Customer Services Manager
- Small Business Owner/ Manager
- Program or Project Administrator
- Auditor

BASIC SKILLS TO TOPNOTCH CAREERS

Certificate III in Business
(BSB30115)

Customer Service Advisor,
and careers in payroll and
offices in a range of sectors

Certificate IV in Business
(BSB40215)

Variety of roles
at supervisor level

Diploma in Business
(BSB50215)

Team Leader, Supervisor,
Trainee Executive

**TAFE NSW Bachelor
of Business (HE20514)**

General Manager,
Operations Manager,
advertising and marketing
professional, or business
professional across a range
of enterprises and industries

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BUSINESS, LEADERSHIP AND MANAGEMENT		
COURSE	QUALIFICATION	CODE
Management (Learning)	Graduate Certificate	BSB80515
	Graduate Diploma	BSB80615
Business	Bachelor Degree	HE20514
	Advanced Diploma	BSB60215
	Diploma	BSB50215
	Certificate IV	BSB40215
	Certificate III	BSB30115
	Certificate II	BSB20115
Leadership and Management	Certificate I	BSB10115
	Advanced Diploma	BSB61015
	Diploma	BSB51915
Travel and Tourism Management	Certificate IV	BSB42015
	Advanced Diploma	SIT60116
Applied Commerce	Diploma	SIT50116
	Graduate Diploma	HE20515
Business Administration	Diploma	BSB50415
	Certificate IV	BSB40515
	Certificate III	BSB30415
Fitness (specialising in Management)	Diploma	SIS50215
Hospitality Management	Diploma	SIT50416
International Business	Diploma	BSB50815
Legal Services	Diploma	BSB52215
	Certificate IV	BSB42215

BUSINESS, LEADERSHIP AND MANAGEMENT		
COURSE	QUALIFICATION	CODE
Project Management	Diploma	BSB51415
Retail Leadership	Diploma	SIR50116
Sport and Recreation Management	Diploma	SIS50115
Sustainable Practice	Diploma	HE20517
Accounting and Bookkeeping	Certificate IV	FNS40217
Business Sales	Certificate IV	BSB40615
	Certificate IV	BSB40315
	Customer Engagement	Certificate III
	Certificate II	BSB20215
Health Administration	Certificate IV	HLT47315
New Small Business	Certificate IV	BSB42615
Procurement and Contracting	Certificate IV	PSP40616
Project Management Practice	Certificate IV	BSB41515
Purchasing	Certificate IV	BSB41615
Retail Management	Certificate IV	SIR40316
Business Administration (Education)	Certificate III	BSB30915
Business Administration (Legal)	Certificate III	BSB31015
Business Administration (Medical)	Certificate III	BSB31115
Competitive Systems and Practices	Certificate III	MSS30316
	Certificate II	MSS20316
Health Administration	Certificate III	HLT37315
Micro Business Operations	Certificate III	BSB30315

COURSE ALSO DELIVERED ONLINE AT [TAFEDIGITAL.EDU.AU](https://www.tafedigital.edu.au)

THERE ARE 130 TAFE NSW LOCATIONS AROUND THE STATE - VISIT [TAFENSW.EDU.AU](https://www.tafensw.edu.au) TO SEE WHERE YOUR COURSE IS OFFERED.

ENROL TODAY

[TAFENSW.EDU.AU](https://www.tafensw.edu.au) OR 131 601

BE SKILLED WITH SHORT COURSES

We have a huge range of short courses, including Statements of Attainment, that can give you everything from basic foundations to advanced specialised career skills. These are always being developed and updated, so explore [TAFENSW.EDU.AU/SHORT](https://www.tafensw.edu.au/short) for the latest.