BUSINESS ADMINISTRATION

Whether you’re just starting out or already have some experience in a business administration role, a TAFE NSW Business Administration (Medical or Legal) course will provide you with the business strategy, operational execution and team management insights and skills you need to succeed.

<table>
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<tr>
<th>IS IT RIGHT FOR YOU?</th>
<th>COURSES OFFERED INCLUDE:</th>
<th>CAREER OPPORTUNITIES</th>
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<tbody>
<tr>
<td>Are you professional and ethical?</td>
<td>Business Administration</td>
<td>Executive Officer</td>
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<tr>
<td>Are you a team player?</td>
<td>Legal Services</td>
<td>Executive Assistant</td>
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<td>Are you interested in problem solving?</td>
<td>Medical Services</td>
<td>Office Manager</td>
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<td>Are you well organised?</td>
<td>Conveyancing</td>
<td>Office Administrator</td>
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<tr>
<td>Are you a good communicator?</td>
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<td>Conveyancer</td>
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<tr>
<td>Do you love to lead?</td>
<td></td>
<td>Legal Assistant</td>
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<td>Are you diplomatic?</td>
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<td>Legal Secretary</td>
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<td>Are you driven?</td>
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Basic skills to a quality career

- **Certificate III in Business Administration (BSB30415)**
  - Office roles in a broad range of sectors

- **Certificate IV in Business Administration (BSB40515)**
  - Variety of roles at supervisor level

- **Diploma of Business Administration (BSB50415)**
  - Team Leader, Supervisor or Trainee Executive

- **TAFE NSW Bachelor of Business (HE20514)**
  - Take your career to a higher level. This degree allows you to fine-tune commerce and management skills to your sector.

Strong study pathways

TAFE NSW offers a range of business and finance related degree programs. Arrangements with universities also create pathways to other degree level studies.
GET THE JOB YOU WANT

With our diverse range of courses, strong industry connections and approaches to learning that suit all needs, we can help you to get the job you want.

You come first

TAFE NSW has been evolving and adapting to the training and education needs of NSW for over 130 years. We exist to create outstanding learner experiences and provide quality and personalised services that allow you to achieve your goals.

You are an individual

You’re never just a number at TAFE NSW. Our small class sizes, student services and social facilities all create an incredibly strong support network. We will always ensure that you receive expert support in your specific area of interest.

Quality education

We partner with employers to provide mentorships, internships, work placements, and real world learning. Whatever your course, you will develop current, practical skills through both real and simulated work environments.

Strong industry connections

Our ambition is to help you with your career goals. With hundreds of partner organisations, and relationships with over 25,000 employers, we offer up-to-date industry insights and prime networking opportunities to help you develop relationships with industry. You will also discover an invaluable professional network among your teachers and fellow students.

Excellent reputation

Our teachers are experts. They have worked in their industry and are passionate about their field. We know they are the best at what they do, because that’s what our graduates tell us. Teachers combine their expertise with a friendly, relaxed and supportive approach, so you can enjoy a comprehensive learning experience.
Safe places for learning and growth
At TAFE NSW, you will find study spaces as well as vibrant places and opportunities to network, to socialise, and to just chill out. These include cafés, gyms, bookshops, galleries and exhibition spaces, as well as areas for student bands, barbecues and theatre performances. You may even get discounts at our student training restaurants, hair and beauty salons and massage clinics.

Student association
When you enrol at TAFE NSW, you become part of our student community. Members can take advantage of the facilities, services and activities available at many of our campuses, including recreational activities, on-campus support and job placement services.

You can often also gain access to special benefits and discounts at campus bookshops or on photocopying, printing, car parking or off-campus shopping and entertainment. Membership is open to all TAFE NSW students and staff.

Visit a TAFE NSW Student Association to join.

Libraries
At TAFE NSW, you’ll gain access to our statewide network of libraries with the latest digital and print resources. Staffed with a professional team of librarians, you can get assistance with locating resources and library facilities, information services, and a range of other online support services.

You can also get access to computers and software, WiFi, individual and group study areas, photocopying, printing and scanning services (including 3D printing at some locations), as well as all the research, referencing and bibliography help you need to complete your assignments.

Online 24/7
Our online libraries are available to TAFE NSW students 24/7. Simply login to access everything, from journals to tutorials to ‘ask a librarian’

Childcare centres
Excellent childcare facilities are provided at some TAFE NSW locations. Places may be available for children under the age of six.
FORGE YOUR OWN PATH
Your pathway depends on your skills, experience, study preferences and career goals. Explore the most popular entry points here and start planning your future.
tafensw.edu.au/study/pathways

Study at TAFE NSW while at school
tafensw.edu.au/tvet
- Earn credit towards an industry recognised qualification as part of your secondary studies
- Courses, including School Based Apprenticeships and Traineeships (SBAT), may contribute towards your HSC and ATAR
- Contact your Career Advisor about options available to you

Apprenticeships and traineeships
tafensw.edu.au/careers
- Earn while you learn
- Combine on-the-job training with structured study and skills development, while working towards a nationally recognised qualification
- Full time, part time, or SBAT

Short courses
tafensw.edu.au/short-courses
- Choose from hundreds of short courses across a wide range of industries
- Courses can be completed over weeks or even days
- Learn skills to enhance your current role, or gain confidence to take the next step in your career

TAFE NSW Degrees
tafensw.edu.au/degrees
- REAL WORLD EXPERIENCE – enhance your employability through our internships and work placements
- BUILD CONNECTIONS – get a head start with our strong industry ties and job placement opportunities
- SMALL CLASSES – benefit from individual attention and group support

Pathways to Higher Education
credittransfer.tafensw.edu.au
- TAFE NSW courses can lead to employment or further study in a university or a TAFE NSW degree

TAFE Digital
tafensw.edu.au/digital
- Online training in more than 200 courses, many of which utilise virtual reality (VR), augmented reality (AR), mixed reality and simulation exercises, plus other modern technologies
- Enjoy easy access to our extensive learning resources, as well as real time interactions with dedicated, industry experienced teachers and your classmates
STUDENT SUPPORT SERVICES

Aboriginal student support services

TAFE NSW provides a range of Aboriginal support staff to assist you with everything from enrolment to course selection. We can also give advice on applying for fee exemptions and scholarships, as well as provide mentoring to support you throughout your TAFE NSW journey.

Disability services

TAFE NSW Disabilities Services ensure that students with a disability have access, support and equal opportunities while studying. The Disability Teacher Consultants will assist with providing reasonable adjustment based on your individual needs and the course in which you are enrolled. Disability Teacher Consultants can also help with assistive and adaptive technology needs.

Counselling and career development services

The TAFE NSW Counselling and Career Development Service is free and is designed to help you succeed in your studies, as well as in your chosen career. Prospective TAFE NSW students are able to access the service to assist with course choice decisions and career planning. Students enrolled with TAFE NSW are able to access a range of services to assist in career development and personal support.

Learning support

TAFE NSW provides valuable learner support at our ‘drop-in’ or flexible learning centres, in small groups or one-to-one. Call 131 601 to find out what study support services are available at your location.

International students

Coordinators can offer advice, support and referral services to assist you during your studies. They will help you to achieve your education goals and make your time in Australia rewarding and enjoyable. Download our International Guide today.

Scholarships

TAFE NSW works with government, non-government and industry partners to develop and deliver scholarships for students who are experiencing financial, social or other barriers to study.

For more details visit tafensw.edu.au/support
READY TO BE AMBITIOUS?

TAFE NSW offers hundreds of courses, diplomas and degrees that you can study at any of our 130 locations around the state or in the comfort of your own home.

EXPLORE. ENQUIRE. ENROL.

COURSES@TAFENSW.EDU.AU
TAFENSW.EDU.AU
131 601

BE AMBITIOUS