<table>
<thead>
<tr>
<th>BUSINESS &amp; LEADERSHIP</th>
<th>POTENTIAL JOBS</th>
<th>DURATION*</th>
<th>CLASS TIME*</th>
<th>STUDY TIME*</th>
<th>LOCATION*</th>
<th>COSTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTHER COURSES AVAILABLE</td>
<td>Administrator • Project Officer • Team Leader • Assistant Team Leader</td>
<td>Campus Part-time: 2 semesters (32-36 wks) Campus plus online (Full-time): 1 semester (12 wks) (Part-time) 1-2 sem. (22-36 wks) Online: Self-paced, 18 months</td>
<td>Campus Part-time: 6-10 hours per week Campus plus online (Full-time): 20 hours per week (Part-time) 3-10 hours per week</td>
<td>Depending on previous experience</td>
<td>Cessnock, Glendale, Maitland, Newcastle, St George, Ultimo, Online Offered at many more locations across NSW – visit our website.</td>
<td>$1,580 (First qualification) $1,850 (Subsequent qualification) $240 (Concession fee) $1,000 (Traineeship) $6,510 (Full fee) Final fees depend on eligibility for subsidies, concessions and exemptions.</td>
</tr>
</tbody>
</table>

**CERTIFICATE IV LEADERSHIP & MANAGEMENT**

<table>
<thead>
<tr>
<th>DIPLOMA LEADERSHIP &amp; MANAGEMENT</th>
<th>KEY TOPICS</th>
<th>DURATION*</th>
<th>CLASS TIME*</th>
<th>STUDY TIME*</th>
<th>LOCATION*</th>
<th>COSTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTHER COURSES AVAILABLE</td>
<td>Executive Officer • Administrator • Business Owner • Sales Team Manager</td>
<td>Consulate my workplace experience and build broader business skills needed to pursue managerial/leadership roles.</td>
<td>Campus plus online: 2 semesters (34 weeks)</td>
<td>Depending on previous experience</td>
<td>St George, Ultimo (enquire about Online courses) Offered at many more locations across NSW – visit our website.</td>
<td>$2,530 (First qualification) $2,850 (Subsequent qualification) $1,000 (Traineeship) $8,350 (Full fee) VET Student Loans available. Final fees depend on eligibility for subsidies, concessions and exemptions.</td>
</tr>
</tbody>
</table>

**ADVANCED DIPLOMA LEADERSHIP & MANAGEMENT**

| OTHER COURSES AVAILABLE | Executive Manager • Project Leader • Senior Executive • Corporate Analyst | Master complex business skills to take on senior leadership roles responsible for business-wide vision and leadership. | Campus Part-time: 2-3 semesters (12-18 months) Campus plus online: 2-3 semesters (12-18 months) Online: 2 semesters (12 months) | Depending on previous experience | Newcastle, St George (enquire about Online courses) Offered at many more locations across NSW – visit our website. | $2,580 (First qualification) $2,910 (Subsequent qualification) $8,550 (Full fee) |

Visit [www.tafensw.edu.au](http://www.tafensw.edu.au) for more course options and locations.

Correct at the time of release. RTO 90003
# I WANT...
- to work in an organisation to develop my career towards supervisory roles
- to use a computer and administrative software so I can effectively contribute to a business
- to develop my operational skills so I can contribute effectively to a team
- to work in a management/leadership role to lead business-wide vision and operations
- to confidently use a range of software applications to achieve business goals
- to be well-versed in business functionality and operations to be an effective leader
- to consider further studies to develop my career (e.g. Bachelor of Business)

# I CAN...
- work effectively with others to achieve team goals
- communicate effectively in writing and verbally to contribute to business goals
- organise myself to complete work tasks
- use basic features of Microsoft Office such as formatting documents using templates, tables, spreadsheets and presentations
- supervise others to provide guidance and achieve organisational goals
- communicate at an advanced level to effectively lead a team
- prioritise work to support team planning
- use advanced features of Microsoft Office professionally to meet business needs e.g. spreadsheets, reports and presentations

# I HAVE...
- completed Year 12 (HSC) or equivalent (recommended)
- experience working as part of a team in a business (recommended)
- access to a computer with reliable internet connection (recommended)
- keep my leadership knowledge and management skills current with industry standards

# I WILL...
- keep my leadership knowledge and management skills current with industry standards

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**I CHOOSE...**  
**BECAUSE:**

- [ ] CERTIFICATE IV
- OR
- [ ] DIPLOMA
- OR
- [ ] ADVANCED DIPLOMA