

COURSE CODE

BSB50415

COURSE

Diploma of Business Administration

ENROL TODAY

TAFENSW.EDU.AU or 131 601

WHY CHOOSE TAFE NSW?



Opens career doors. Our industry relationships lead many students directly into work with a range of employers including agencies, studios, galleries and fashion houses.



Global prospects. TAFE NSW graduates possess the technical knowledge, creative-thinking and specialised skills that are highly sought after by employers around the world.



State-of-the-art facilities. Purpose-built creative studios and industry standard software mean you will master the same tools of the trade as leading professionals.



Industry exposure. TAFE NSW partners with industry to provide you with hands-on experience through networking, sponsor programs, competitions, talks, lectures and other creative industry events.



Recognised and respected. TAFE NSW has built its reputation on delivering trusted, industry aligned and nationally recognised training for over 130 years.

Diploma of Business Administration

National Course Code: BSB50415 | TAFE NSW Code: BSB50415-01V03-20DEN-066

Qualification Level	Diploma
Study Type	PT Evening
Course Start Date	Enquire Now
Hours Per Week	8
Duration	18 Months
Delivery Locations	Bega Connected Learning Centre
Course Fees	Subsidised Prices First Qualification: \$2,530.00 Subsequent Qualification: \$2,850.00
Course Features	Nationally Recognised Training This training is subsidised by the NSW Government VET Student Loans Available

Course Description

The nationally accredited Diploma of Business Administration equips you with the leadership skills to take your career to the next level as an office or administration manager. Learn to create an atmosphere of collaboration, innovation, and organisation and lead your team to success.

LEARN NEW SKILLS

Through theory and practical course work, you will learn to:

- Manage people performance
- Lead and manage a team
- Promote innovation in teams
- Undertake project work
- Plan and implement administrative systems
- Contribute to safety processes in an office environment (WHS)

DEVELOP YOUR TALENT

Develop and strengthen the personal attributes that will help you get ahead:

- Strong communication skills
- A keen eye for detail
- Interpersonal skills and the ability to work with a diverse range of people

ACHIEVE YOUR GOALS

Success in this qualification provides you with:

- A nationally recognised Diploma
- A strong study pathway into a degree qualification

Career opportunities:

- Administration manager
- Legal practice manager
- Office manager

GROW YOUR CAREER

Take your career further with a degree qualification:

- Bachelor of Business with TAFE NSW Degrees

Graduates of the diploma are eligible to apply for enrolment into this degree and may be eligible for credits, which could reduce your overall study time.

INDUSTRY DEMAND

The Business Services sector offers a wealth of employment opportunities. Over 1.6 million people are employed in this sector and represent 13% of Australian jobs, with employment forecast to grow almost 3% through to 2024.

Office manager roles are identified as one of the high-paying administrative jobs to be pursued in 2020 making now a great time to enrol and step up to the challenge.

Entry Requirements

When you study with TAFE NSW, we want you to succeed. Entry requirements allow us to make sure that you have the right pre-existing knowledge and skills to achieve your chosen qualification. You will need to provide evidence that you meet the requirements listed in this section.

TRAINING PACKAGE REQUIREMENTS

There are no entry requirements for this qualification. You can enrol in this course now.

IS THIS COURSE RIGHT FOR YOU?

To be prepared for this course, it is recommended that you:

- Are working/have previous experience in an administrative role
- Have a good understanding of office environments, systems and processes
- Are computer literate and familiar with the Microsoft Office suite
- Have time management and organisational skills

If you need help preparing for study, contact us about your options.

ADDITIONAL REQUIREMENTS

With 130 locations across the state, TAFE NSW tailors qualifications to meet the needs of the local community and specific student groups (like apprentices, fast-tracked and online students). To make sure this course is the right fit for you, we will need you to demonstrate that you can meet the additional requirements below.

To successfully complete this course, you will need skills in computing, particularly word processing, and have the ability to create and save electronic files, and use the Internet for research purposes.

While there are no formal course entry requirements for this qualification, it is recommended that a student holds a Certificate IV in Business Administration or other Certificate IV level of study, or have significant work experience at an equivalent level.

The expectation is that by enrolling in this qualification you commit to the time frame in which the qualification is being delivered. The proposed study schedule will be discussed and an individual training plan will be established. Should you fall behind your agreed schedule you will be required to complete additional work and learning outside scheduled class time.

Information Sessions and more about the course

INFORMATION SESSIONS

To find out more about this course, meet our teachers and receive information about enrolment and next steps, attend an information session.

Date: Wednesday, 22 January 2020

Time: 12.00pm to 2.00pm

Location: TAFE NSW Bega, via video conference

STUDY COMMITMENT

This is a part time evening, blended course. You will need to attend approximately 4 hours of class, over 2 days a week, for 18 months. As well as the in-class component, you will need to complete approximately 4 hours of other study per week.

You may also be required to complete approximately 3 hours of additional study each week outside of class hours, including independent study, research, preparation of assessment tasks, learning support, online learning.

Studying at a TAFE NSW Connected Learning Centre means that you don't have to leave your local community to get a first rate education and access elite training, teachers and support services.

Connected Learning Centres are custom designed to utilise modern technologies, simulations and virtual reality experiences to offer you a wider range of choices, more accessible, practical training and flexible learning opportunities. Students can access work booths, group learning rooms, a computer hub, print shop, tech-bar, media lounge, and learning support centre and a creative space to work on ideas for the future.

Our Connected Learning Centres will equip you with the skills you need for the jobs you want - in regional NSW, or anywhere in the world. If you would like to explore your local [Connected Learning Centre](#)

This course is offered by Connected Classroom. This is just like a regular classroom, but teachers and students use the latest video conferencing technologies.

Your teacher can be in one TAFE location, and you can join the class from another TAFE location using video conferencing equipment or a mobile device. You can also join in from a venue in a participating regional community. You will be able to see and talk to your teacher and other students as though they were in the room with you. You will also have access to support to meet your learning needs.

IS THIS COURSE RIGHT FOR YOU?

This course offering is designed for people who are career enhancers who are existing workers, already working either in business administration or office coordinator roles, but who are seeking to upskill and obtain a certification so that they may secure employment in a more senior business administration support role; or are career starters, and new entrants to the industry and are seeking to learn the leadership, supervisory, administration and communication skills required to gain employment in a senior business administration role, or to go on to study business at an Advanced Diploma or Bachelor Degree

level.

SERVICES AND STUDY SUPPORT

We offer student services and study support to ensure you can achieve your goals. Learn about TAFE NSW [Student Services](#)

As a TAFE NSW student in this course, you will have access to:

- LinkedIn Learning (formerly Lynda.com)
- Studiosity - online access to a real life tutor
- Easy computing online short courses
- Access to local TAFE libraries
- Accessibility and Disability Support Services
- Access to Read&Write learning support software at TAFE and at home

Attendance

To keep you safe while studying, some of our face to face classes may be replaced with online or connected learning. We have also modified our face to face classes to meet physical distancing requirements and increased cleaning on campus. As restrictions ease, the way you attend your class may change again. If work placement and the demonstration of practical skills are requirements of your course, due to the impacts of COVID 19 there may be a delay or modification in being able to undertake these aspects of your course in the planned timeframe. Be assured, we'll keep you informed every step of the way.

This course is currently scheduled at TAFE NSW Bega, Connected Learning Centre on Monday and Wednesday from 5.00pm to 7.00pm.

Fee Details

SMART AND SKILLED FEES

This course is government-subsidised, meaning you pay a portion of the full course fee to TAFE NSW and the NSW Government will pay the balance. However, you must meet certain eligibility criteria for this to apply.

Depending on your previous qualifications and experience, your fee may be less than the maximum fee quoted. Your actual fee and eligibility for concession/exemption will be calculated and confirmed during the enrolment process.

For further information about eligibility and explanations of the different fee categories, visit [Are You Eligible?](#)

PAYMENT OPTIONS AND ASSISTANCE

This course is approved for a Commonwealth VET Student Loan (VSL). If you meet the VSL eligibility and academic suitability requirements, you are able to apply to the Commonwealth for a loan to cover all or part of your course fee. We will ask you whether you would like to apply for a VET Student Loan when

you enrol and advise you of the process.

To complete your VET Student Loan application, you will need to provide:

- Your Tax File Number (TFN). If you don't have a TFN, [click here](#) for information on how to apply for one. You can complete your loan application with a Certificate of Application for a TFN, but must provide your TFN as soon as it is issued. If you don't provide your TFN before your first census day, you will need to pay the tuition fees for that unit of study.
- Your Commonwealth Higher Education Student Support Number (CHESSN). If you have previously accessed a loan via the Higher Education Loan Program (HELP), either at TAFE or university, you will already have a CHESSN. You must use the same CHESSN whenever you access a student loan. If you don't have CHESSN, we will allocate one on your behalf.

To be eligible for a VET Student Loan, you will need to be assessed as academically suitable to undertake high level VET study. You will need to provide:

- A copy of your Australian Year 12 Certificate; OR
- A copy of a certificate showing that you have been awarded a qualification at level 4 or above in the Australian Qualifications Framework (where the language of instruction was English). If you previously completed a Certificate IV or higher qualification at TAFE NSW, just let us know where and when you studied in your application; OR
- Display competence at Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy through an approved Language, Literacy and Numeracy test. We will let you know if this is required once you apply.

If you intend to apply for a VET Student Loan, it's important you know your [student obligations](#).

Find out more about [VET Student Loans](#)

Direct payment by Unit of Study instalments is available for this course.

The Units of Study and associated fees for this course are detailed above. Fees are charged on the census day for each Unit of Study. To secure a loan for part or all of your course, you must be eligible and submit a valid application to the Commonwealth for a VET Student Loan. You may withdraw prior to the census date without incurring a fee.

READ BEFORE YOU ENROL

Learn about TAFE NSW [Fees](#)

Learn about TAFE NSW [Payment/Funding](#)

RECOGNITION

Recognition is a process of acknowledging previously completed qualifications, skills, knowledge or experience relevant to your course. This may reduce the amount of learning required, reduce your course fees and allow you to achieve your qualification faster.

Learn about Recognition at TAFE NSW [Recognition](#)

How to Enrol

Enrolments for this course have now closed.

[Enquire now](#) and we will contact you when enrolments open. Visit our [Online Courses](#) to view our range of study options that you can start anytime.

Units

BSBADM504	Plan and implement administrative systems
BSBWOR501	Manage personal work priorities and professional development
BSBITU401	Design and develop complex text documents
BSBADM502	Manage meetings
BSBADM503	Plan and manage conferences
BSBPMG522	Undertake project work
BSBADM506	Manage business document design and development
BSBWOR502	Lead and manage team effectiveness
BSBLDR511	Develop and use emotional intelligence
BSBCUS501	Manage quality customer service