

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: BSB50415-01V03-20ULT-001

Qualification Level	Diploma
Study Type	Full Time
Course Start Date	03 Feb 2020
Hours Per Week	16
Duration	18 Weeks
Delivery Locations	Ultimo
Course Fees	Subsidised Prices First Qualification: \$2,530.00 Second Qualification: \$2,850.00
Course Features	Nationally Recognised Training This training is subsidised by the NSW Government VET Student Loans Available

Course Description

This qualification would apply to individuals with various job titles including administration managers, general office managers and office managers. Individuals in these roles may possess a sound theoretical knowledge base and use a range of specialised, technical or managerial competencies to plan, carry out and evaluate their own work and/or the work of a team.

Licensing/Regulatory Information No licensing, legislative or certification requirements apply to this qualification at the time of publication.

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.

There are no entry requirements for this qualification

To successfully complete this course, you will need:

High level computing and administration skills

Information Sessions and more about the course

It's all happening at TAFE NSW InfoFest. [Register](#) for an information session to broaden your skills set to get ahead. Can't find an Information Session for you? [Enquire Online](#) or call 131601.

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, 11 December 2019
Time: 11.00am to 12.00pm
Location: Ultimo Campus, Building W, Level 5 Room 5.23

Or

Date: Wednesday, 22 January 2020
Time: 11.00am to 12.00pm
Location: Ultimo Campus, Building W, Level 5 Room 5.23

Or

Date: Wednesday, 29 January 2020
Time: 11.00am to 12.00pm
Location: Ultimo Campus, Building W, Level 5 Room 5.23

STUDY COMMITMENT

This is a full time, face to face course. You will need to attend approximately 16 hours of class, over 3 days a week, for 18 weeks. As well as the in-class component, you will need to complete approximately 14 hours of other study per week.

You may also be required to complete approximately 8.2 hours of additional study each week outside of class hours, including Research and assignment preparation (independent study, research, practice and assignments).

IS THIS COURSE RIGHT FOR YOU?

This course offering is designed for people who:
have completed BSB30415 Certificate III in Business Administration OR BSB40515 Certificate IV in Business Administration OR have high level computing skills.
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

Attendance

This course is currently scheduled on Monday 9:00am-5:00pm. Tuesday 9:00am-12:00pm and Wednesday 9:00am-4:30pm. This timetable may change and will be confirmed by your teacher.

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](#).

ADDITIONAL RESOURCES

You will need to provide for yourself the following resources which you will keep when you complete your study:

Students may be required to spend \$150 for additional learning resources

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](#)

VET Student Loans - Fees and Census Days

20ULT02011	UOS 1-BSB50415-20ULT-001-SSVSL	03 Feb 2020	09 Apr 2020	02 Mar 2020	\$950.00
20ULT02014	UOS 2-BSB50415-20ULT-001-SSVSL	23 Mar 2020	07 May 2020	06 Apr 2020	\$950.00
20ULT02017	UOS 3-BSB50415-20ULT-001-SSVSL	27 Apr 2020	19 Jun 2020	01 Jun 2020	\$950.00

How to Enrol

ENROL NOW:

Enrolling with us is easy, though the exact process does depend on your course and any prerequisites that go with it. Be sure to read all course information carefully to make sure it is the right qualification, location and study type for you. Enrol and pay online via our secure payment gateway to secure your place. As you progress through the enrolment process you will be prompted to provide additional information.

For further information or assistance, call 131 601.

Find out more about [Applying and Enrolling](#)

Units

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

Information as of 26 Jan 2020