HELLO THERE, OUR DREAM IS TO HELP YOU MAKE GREAT HAPPEN

Industry endorsed
University Pathways
Payment options
Student satisfaction

$575 VET Student Loan available

Leverage your experience or existing qualifications!

The Diploma of Business is the platform qualification to higher level business understanding and offers pathways to multiple business qualifications. Learn key aspects of business strategy, people management, and marketing together with training in communication, problem solving, decision-making, planning and writing policies and procedures.

Study at your pace and at times that suit you. This course is available on campus in full time or part time, day or night time study modes and can be paired with Diplomas in Leadership & Management.

LOCATION/S
Atherton, Bowen, Burdekin, Cairns, Cannonvale (Whitsunday), Charters Towers, Ingham, Innisfail, Lower Gulf, Mt Isa, Palm Island, Torres Strait, Townsville (Pimlico)

DURATION
Full time: 6 months / 3 days per week
Recognition of prior learning (RPL): Varies
Blended: up to 18 months / 2 days per week, up to 18 months / 3 hours per month, up to 18 months / Part time / up to 3 days per week

Workload

<table>
<thead>
<tr>
<th>WORKLOAD</th>
<th>LOCATION</th>
<th>DELIVERY</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 hours per month, 3 days per week</td>
<td>Atherton, Bowen, Burdekin, Cairns, Cannonvale (Whitsunday), Charters Towers, Ingham, Innisfail, Lower Gulf, Mt Isa, Palm Island, Torres Strait, Townsville (Pimlico)</td>
<td>Blended, Recognition of prior learning (RPL)</td>
</tr>
<tr>
<td>Full time 3 days per week</td>
<td>Cairns</td>
<td>Classroom</td>
</tr>
</tbody>
</table>

Key dates
For key start dates for each location visit the online brochure for this course (under the course details tab).

tafenorth.edu.au/course/16936

Entry requirements
This qualification has no formal entry criteria however the preferred pathways for candidates...
...more online

Resources required
Complete this course in class with online content and be supported online every step of the way with our... With a range of exciting features and functions including your account information and enrolment pack, online materials, discussions boards, and places to upload your assignment. Connect now and get a head start with your exciting career!
...more online

Students enrol and pay for units individually. Students typically enrol in block of two units at a time and these fees can be deferred to VET Student Loan for eligible students.

If considering a VET Student Loan, please ensure you read the TAFE Queensland ‘Pre-Enrolment Information for students considering applying for a VET Student Loan’.


RPL $3,000.00
...more online

Accurate as at 27 March 2018. For the latest information see:
tafenorth.edu.au/course/16936

FULL FEE | $3,000 - $5,096
This is the total cost of the course.

Got a question?
Enquire about your full fee study options

RTO 0275
CRICOS 03020E
If you want to go on to further study at university, TAFE Queensland has a pathway option to get you there. In many cases, completing one of our diplomas will give you a full year of credit towards a degree with one of our partner universities. That means cutting down the amount of time you need to complete your degree, or even enrolling straight into the second year of your university course.

Our pathway partners include:

- Griffith University
- CQ University
- The University of Queensland
- James Cook University
- University of Canberra

Job prospects
- Manager/Assistant Manager
- Supervisor
- Administrator
- Team Leader
- Program Coordinator

More info:
Learn more about University Pathways

Units
The requirement for the completion of this qualification consists of competency in 8 elective units. Upon successful completion of all 8 units you will receive a Diploma of Business.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADM502</td>
<td>Manage meetings</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBADM504</td>
<td>Plan and implement administrative systems</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBADM502</td>
<td>Undertake project work</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBADM502</td>
<td>Establish and adjust the marketing mix</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBADM502</td>
<td>Manage quality customer service</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBADM502</td>
<td>Manage personal work priorities and professional development</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBADM502</td>
<td>Develop workplace policy and procedures for sustainability</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBADM502</td>
<td>Manage people performance</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBADM502</td>
<td>Manage risk</td>
<td>Core</td>
</tr>
<tr>
<td>BSBADM502</td>
<td>Manage recruitment selection and induction processes</td>
<td>Core</td>
</tr>
<tr>
<td>BSBADM502</td>
<td>Manage workforce planning</td>
<td>Core</td>
</tr>
<tr>
<td>BSBADM502</td>
<td>Manage human resource services</td>
<td>Core</td>
</tr>
<tr>
<td>BSBADM502</td>
<td>Manage budgets and financial plans</td>
<td>Core</td>
</tr>
<tr>
<td>BSBADM502</td>
<td>Develop and manage performance management processes</td>
<td>Core</td>
</tr>
</tbody>
</table>

Disclaimer
Not all electives available at all campuses

ARE YOU READY TO TAKE THE NEXT STEP ON YOUR PATH TO GREAT?
Enrol today to secure your spot in this course.

HOW TO ENROL

You're ready if you have:
- checked your important dates (under the course details tab)
- checked you meet the entry requirements (under the course details tab)
- checked your course costs and know which payment option is right for you (under the costs tab)
- Read the student rules and refund policy
- Created your Unique Student Identifier and can provide this code to TAFE Queensland
- If you are applying for a subsidised cost, please ensure you have all the relevant documents at time of enrolment

All done? Then head to the link below to complete your enrolment:
tafenorth.edu.au/study-with-us/enrolment-fees/enrol

Enrolment options
By telephone: 1300 656 959. In person: at any TAFE Queensland North location.

Recognition of prior learning
Fast-track your way to a formal qualification by earning credit for the things you already know. Getting recognition for the skills you've gained from the workplace or previous learning means less study time for you, and getting the paper to prove you're qualified a whole lot sooner.

More info:
tafenorth.edu.au/study-with-us/career-changers-jobseeker/recognition-prior-learning/

Make your future happen
Connect with TAFE on Facebook