BSB50415 - BSB51915
Double Diploma of Business Administration & Leadership and Management
About the course

This course will suit you if you have existing management skills but want to extend your administrative, business leadership and management skills. It is suitable whether you're in business, government or the not-for-profit sector.

There are 12 units to complete, instead of the usual 19 if you were doing both diplomas separately.

Learn the specifics of planning and managing conferences and meetings, reviewing administrative systems, planning and doing project work, looking after the work priorities and professional development of a team, safety, quality customer service and team effectiveness.

You'll also learn to plan, design, apply and evaluate solutions to unpredictable problems and identify, analyse and synthesise information from a variety of sources.

Ideal candidates for this course will already display initiative and judgement in planning, organising, implementing and monitoring your own workload and the workload of others.

Become a force for improvement within your organisation to ensure your employment

“\textit{I could work at night, or first thing in the morning – whatever suited my day.}” Business Administration student and sheep station manager.
Entry requirements

To give yourself the best chance of success in this course it is recommended you follow the preferred pathway for this qualification, which is:

» Certificate IV in Business, Project Management, Business Administration or Human Resource Management or

» Extensive vocational experience in a range of environments in senior support roles.

Minimum age

Minimum age of 16 years. If you are under 18 your application must be signed by a parent or guardian.

English language requirements

If English is not your first language and you did not complete the last two years of secondary education in English, you are required to provide evidence of English language competency before enrolling into the course.

Examples of appropriate evidence are listed below:

<table>
<thead>
<tr>
<th>Evidence</th>
<th>Example</th>
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<tbody>
<tr>
<td>IELTS</td>
<td>Overall score of 5.5</td>
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<tr>
<td>TOEFL</td>
<td>530 (paper),</td>
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<tr>
<td></td>
<td>197 (computer)</td>
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<td></td>
<td>or 71 (internet)</td>
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<tr>
<td>Evidence of 12 months in English-speaking employment</td>
<td>Testimonial or statutory declaration</td>
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</table>

Fees

How much is the course?

Fee for service – people not eligible for government subsidies: $9,525

Call us on 1300 823 366 for further information and advice.

Do you have a USI?

All students studying nationally recognised qualifications are required to register for a USI before enrolment with a registered training organisation anywhere in Australia.

Find out more
Computer requirements

You will need access to a computer and the internet to complete this course. Minimum specifications for your computer are:

» Microsoft Office 2013 or equivalent
» Microsoft Windows XP, or Mac OS X or above
» CD-ROM drive
» Up to date internet browser

You may also need access to a printer and the following applications:

» Adobe Acrobat Reader
» Adobe Flash Player.

Course timeframe and commitment

We suggest you aim to complete the double diploma BSB50415 - Diploma of Business Administration and BSB51915 - Diploma of Leadership and Management over 24 months. We recommend you study and work a minimum of 8 hours per week. As you are studying flexibly, this is a guide only and if you feel you are unable to complete within this timeframe, please discuss with your teacher.

Delivery mode

This course is offered through TAFEnow and delivery is online which involves training and assessment using web-based materials where you are supported and guided in your learning by teachers with interaction by email, phone calls, forums and chat groups. You also have access to support services.
Individual learning plan

An Individual Learning Plan will be developed in consultation with you, your employer (if applicable) and TAFEnow. This will include the units/modules to be completed, the method of assessment and the learning and assessment timeframes.

Units and assessment methods

Listed below are the units you will be required to do to successfully complete this qualification in the recommended order of study. The table also provides information on how each unit will be assessed and which qualification a unit belongs to.

Units marked with ++ indicate that a video is part of the assessment. Family or friends can be used in the video.

For more information on the units of competency below visit http://training.gov.au

<table>
<thead>
<tr>
<th>Unit code</th>
<th>Unit title</th>
<th>Assessment Methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADM502*</td>
<td>Manage meetings</td>
<td>Video x 2 meetings and portfolio ++</td>
</tr>
<tr>
<td>BSBADM503*</td>
<td>Plan &amp; manage conferences</td>
<td>Portfolio and written questions</td>
</tr>
<tr>
<td>BSBCUS501*</td>
<td>Manage quality customer service</td>
<td>Portfolio and case study</td>
</tr>
<tr>
<td>BSBWOR501*</td>
<td>Manage personal work priorities and professional development</td>
<td>Portfolio</td>
</tr>
<tr>
<td>BSBADM504*</td>
<td>Plan and implement administrative systems</td>
<td>Written report, Implementation plans x 2</td>
</tr>
<tr>
<td>BSBADM506**</td>
<td>Manage business document design &amp; development</td>
<td>Written questions and portfolio</td>
</tr>
<tr>
<td>BSBPMG522*</td>
<td>Undertake project work</td>
<td>Project proposal and project plan</td>
</tr>
<tr>
<td>BSBWOR502*</td>
<td>Lead and manage team effectiveness</td>
<td>Written questions, performance plan and case studies</td>
</tr>
<tr>
<td>BSBMGT517***</td>
<td>Manage operational plan</td>
<td>Operational plan, portfolio and scenario</td>
</tr>
<tr>
<td>BSLDR502***</td>
<td>Lead and manage effective workplace relationships</td>
<td>Portfolio</td>
</tr>
<tr>
<td>BSBWH501***</td>
<td>Ensure a safe workplace</td>
<td>Written questions &amp; report</td>
</tr>
<tr>
<td>BSBBLDR501***</td>
<td>Develop &amp; use emotional intelligence</td>
<td>Written questions &amp; report ++</td>
</tr>
</tbody>
</table>

* Unit is in both qualifications, ** Unit is in business admin qual, *** Unit is in leadership & mngt qual
Assessment Overview

» This qualification is ungraded. When you finish this course you will receive a qualification which shows your level of achievement as Competent. Please discuss this with your teacher.

» Every assessment event must be successfully completed in order to demonstrate competence in each unit.

» If you do not successfully complete an assessment event you will be given the opportunity to undertake another assessment at another time. Only two (2) attempts may be made on each individual assessment event within your current enrolment. If you experience difficulties please negotiate with your teacher.

» You will receive feedback on each assessment within 5 working days.

» If you want to view your unit results at any time, your teacher can provide you with instructions on how to access your student record via student e-Services.

» All TAFE students are eligible to apply for Recognition of Prior Learning (RPL).

» If you have a permanent or temporary condition that may prevent you successfully completing the assessment task(s) you should immediately talk with your teacher about 'reasonable adjustment'. This is the adjustment of the way you are assessed to take into account your condition however the assessment criteria cannot be altered.

» If you do not agree with the result given for your assessment task, you may appeal the assessment decision. You should first discuss the assessment result with your teacher.

» For more information on assessment, refer to ‘Every Student's Guide to Assessment in TAFE NSW.’

Plagiarism

Whatever the form of assessment, it is essential that the work you are assessed on is your own. All students should be aware that penalties will be imposed for students found cheating in an assessment. Cheating can take different forms. For example, it may be copying or using the work, writing, drawings or photographs created by other people and passing them off as your own. You must make it clear if you are quoting or using other people’s work.

Where you are working in a team with other students on a joint assessment task, your teacher will explain how your own contribution will be assessed.
Recognition of prior learning

All students in TAFE NSW are entitled to apply for recognition in the course or qualification in which they are currently enrolled. It is recommended that the application for recognition be made as soon as possible after enrolment.

The aim of granting recognition is to reduce the amount of learning required to achieve a qualification or accredited course by acknowledging an individual’s skills and knowledge acquired through formal and informal learning.

Students enrolled in a government subsidised qualification or accredited course can apply for recognition in that qualification at no additional charge and, under NSW Smart and Skilled may be eligible for a reduced student fee based on recognition granted.

For more information click here or discuss with your Course Coordinator.

Getting the most out of your course

Online learning is best suited to people who are self-starters and really want to learn to improve their career prospects. Just because you don’t have to leave your home or workplace, the online learning isn’t necessarily easier than classroom learning, it’s just different.

To help overcome these barriers, we would strongly encourage you to:

» Seek support from course facilitators, friends, family or workmates in supporting you in your study goals.

» Set aside regular times for online learning and study each week. Try not to deviate from these set times.

» Set clear goals on what you want to achieve, by when, to ensure you achieve your course outcomes.

» Engage in the Course Forum. The Course Forum in your course enables you to engage with your facilitator and fellow students. It is an important opportunity to share your learning experiences and reflect on the course materials. By actively participating in the Course Forum, you will become part of the virtual community. This acts as an important support network as you progress in your studies.

» FAQs. Frequently asked questions are available within each course and unit area.
Student support options

BSB50415- BSB51915 - Double Diploma of Business Administration & Leadership and Management can be both academically and personally challenging. Learner support is available to assist you with academic writing and referencing, time management, study plans, general study tips and goal setting.

Counselling and Support services

At TAFEnow you are more than just a number to us. We provide a [Counselling and Career Services website](#) developed by professional counselling and careers staff with comprehensive information and resources to help you with your study, career development or personal issues. Access to online services like [The Desk](#) means there is a wealth of personal, health and study information at your fingertips.

Tutoring Assistance

Stuck writing an assignment or general course work? Get unstuck with Studiosity.

When you have a writing, grammar, research, referencing or other study question, sign in at [https://studiosity.com/connect/users](https://studiosity.com/connect/users) – use your DEC username, the same user name as you use to sign into TAFEnow.

Real-life, on-demand experts will help you with your question. You can even get help with essential bridging knowledge for maths, science and business studies.

You can also share a file in real-time for feedback on your writing or to discuss tables, diagrams and charts.

Smart Study Guide

This resource is for students at TAFE NSW. It is a referencing guide adapted from the Harvard referencing style. The Smart Study Guide aims to help you succeed in your course and achieve your goals. This guide includes useful tips to develop your skills in time management, researching, note taking and referencing. [Download your free guide](#)

Library Services

TAFEnow’s full library services are just a click away, whether you are studying near a campus or far away.

You have access to all Libraries in the TAFENSW network with full borrowing privileges.

Other courses that may interest you

» BSB51415 – Diploma of Project Management
» BSB50215 - Diploma of Business
Before you enrol

From 1 January 2015, all students participating in Nationally Recognised Training in Australia will need to have a Unique Student Identifier, or USI.

How to get a USI

It is free and easy for you to create your own USI online at usi.gov.au. Your local Customer Service office can also provide further information and assistance. If you already have your USI you can enrol with TAFEnow.

For more information on the USI click here.

How to enrol

Enrolling with TAFEnow is easy!

- Enrol online today by visiting our website at www.tafenow.com.au and select your enrolment method from the options available.
- Enrol by phone. Just call one of our TAFEnow Customer Service Staff on 1300 823 366
- Email tafenow@tafensw.edu.au and our friendly customer help team will contact you to finalise your enrolment.