This course is appropriate for those:

- Persons who are wishing to upgrade their existing skills to be able to effectively work within business services sector especially the field of Management.
- Current employees who are wishing to enhance their existing skill set or to make a change in career pathways within the business services sector into Management.
- Persons who are seeking to be promoted or who are currently employed seeking to take on a management role within the business services sector.
- Persons who are fully experienced within this vocational area and are seeking formal recognition of their existing skills.
- International students who are wishing to gain qualification in Management in a semi-supervisory role.

Career Opportunities

Attainment of this qualification may enable the participant to fill positions as Accounts Supervisor, Executive Personal Assistant, Officer Administrator or Project Assistant.

Entry requirements for this course are:

Domestic Students:

- Students must be over 18 years of age,
- Students must have a completed Year 10 or the interstate equivalent

International Students:

- Students must be over 18 years of age,
- Students must have completed an overseas equivalent of Year 12
- Students must have either an IELTS score of 5.5 or above or a TOEFL score of 550 or above and must provide documentation to that effect

Course Structure

This qualification is made up of eight units of competency that have been clustered together into logical area of business management.

- BSBFIM501A Manage budgets and financial plans
- BSBCUS501A Manage quality customer service
- BSBWOR502A Ensure team effectiveness
- BSBPMG510A Manage projects
- BSBRSK501A Manage risk
- BSBMGT502B Manage people performance
- BSBADM506B Manage business document design and development
- BSBHRM402A Recruit, select and induct staff