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 business administration.
- 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 administration.
- Persons who are seeking to be promoted or who are currently employed seeking to take on an administration 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 Business Management in a senior managerial role.

Career Opportunities

Attainment of this qualification may enable the participant to fill positions as Area Manager, Department Manager or Regional Manager.

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 twelve units of competency that have been clustered together into logical area of business management.

- BSBFIM601 Manage finances
- BSBINN601 Lead and manage organisational change
- BSBMGT605 Provide leadership across the organisation
- BSBINM601 Manage knowledge and information
- BSBMGT617 Develop and implement a business plan
- BSBMKG609 Develop a marketing plan
- BSBMGT616 Develop and implement a strategic plans
- BSBRSK501 Manage risk
- BSBMGT608 Manage innovation and continuous improvement
- BSBCOM603 Plan an establish compliance management systems
- BSBWHS605 Develop implement and maintain WHS management system
- BSBSUS501 Develop workplace policy and procedures for sustainability.