DUAL DIPLOMA OF
MANAGEMENT/BUSINESS ADMINISTRATION
(BSB51107/BSB50407)

The Dual Diploma of Management and Business Administration combines the core leadership competencies required of managers today and the managerial expertise for clerical and administrative personnel.

Who Should Attend
This qualification is designed for individuals with senior managerial responsibilities or roles which demand the performance of sophisticated administrative duties on a constant basis. They regularly oversee the work of others, or perform specialised roles that require applied strategic leadership. Relevant roles vary by industry sector and include: coordinator, leading hand, supervisor, team leader, accounts supervisors, executive personal assistants, office administrators, project assistants, receptionists and office managers.

Course Structure
This course is delivered online, using Upskilled's customised Learning Management System, 'MyUpskilled'. The online program is conducted over a 12 month period and employs an approach that blends distance and online education in the management and delivery of learning resources.

Prerequisites
Preferred pathways for candidates considering the Diploma of Management include:
- Certificate IV in Frontline Management [BSB40807] or other relevant qualification
- Demonstrated competency in a majority of units required for the Cert IV in Frontline Management (or other)
- Vocational experience, but without a formal management qualification

Recognition of Prior Learning (RPL)
RPL is available for each Unit of Competency based on relevant workplace experience, formal training, or other expertise. To apply for RPL, please submit documentation in portfolio form for evaluation by Upskilled assessors.

Inclusions
- Upskilled courses include detailed learning materials, assessments, and certification upon successful completion
- Ongoing trainer support for online delivery
- Upskilled students receive complimentary access to the entire lynda.com library. lynda.com provides a vast online library of instructional videos covering the latest software, creative, and business skills
- Access to The Upskilled Student Rewards Program, providing members with savings on over 11,000 products and services across Australia and New Zealand
Other Related Qualifications
1. Certificate IV in Frontline Management
2. Diploma of Management
3. Diploma of Business
4. Diploma of Business Administration

Course Outline
The Dual Diploma comprises 12 units of competency as identified in the National Business Services Training Package. All units must be successfully completed to attain both the Diploma of Management and Diploma of Business Administration.

<table>
<thead>
<tr>
<th>UNIT CODE</th>
<th>COMPULSORY UNITS</th>
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<tbody>
<tr>
<td>BSBWOR501B</td>
<td>Manage personal work priorities and professional development</td>
</tr>
<tr>
<td>BSBADM502B</td>
<td>Manage meetings</td>
</tr>
<tr>
<td>BSBWOR502B</td>
<td>Ensure team effectiveness</td>
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<tr>
<td>BSBMGT502B</td>
<td>Manage people performance</td>
</tr>
<tr>
<td>BSBADM504B</td>
<td>Plan or review administration systems</td>
</tr>
<tr>
<td>BSBPMG522A</td>
<td>Undertake Project Work</td>
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<tr>
<td>BSCUS501C</td>
<td>Manage quality customer service</td>
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<tr>
<td>BSBWHS401A</td>
<td>Implement and monitor WHS policies, procedures and programs to meet legislative requirements</td>
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<tr>
<td>BSBMGT515A</td>
<td>Manage operational plan</td>
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<tr>
<td>BSBLED501A</td>
<td>Develop a workplace learning environment</td>
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<tr>
<td>BSBADM506B</td>
<td>Manage Business Document Design and Development</td>
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<tr>
<td>BSBADM503B</td>
<td>Plan and Manage Conferences</td>
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Course Fees and Payment Options
The diploma has a total course fee of $13,500 under VET FEE-HELP. For further details on VET FEE-HELP and for the full fee schedule please visit www.upskilled.edu.au/vet-fee-help

How to Apply
Whether you’re inquiring as an individual, or as a manager acting on behalf of one or more employees, the easiest way to apply is to contact Upskilled:

- Select from more than 70 nationally accredited certificate and diploma courses
- Complete an application form at www.upskilled.edu.au
- Submit the form and an Upskilled Education Manager will contact you

This qualification is delivered via an auspicing agreement with TrainSmart, RTO: 51771