

Duration:

Self-paced - you have up to two years to complete

Fees*: \$2,100 per person for online only

Fees*: \$2,500 per person for online and hard copy notes.

*Pricing GST exempt and subject to change

Total Management and Training

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Who Should Enrol?

This qualification reflects the role of individuals with substantial experience in a range of settings who are seeking to further develop their skills across a wide range of business functions. This qualification is also suited to the needs of individuals who possess sound theoretical business skills and knowledge which they would like to develop in order to create further educational and employment opportunities.

What Will I Receive?

Competency will be assessed via a mixture of theory and practical assessments. Participants who successfully complete all assessments will receive their Diploma of Business.

How Long Will It Take?

Please note your enrolment in this qualification is for a set period, and will expire automatically after two years. If you have not completed your qualification in this time, an extension may be granted, however this will depend on how much progress has already been made in your studies.

Once a qualification has expired, you will receive a Statement of Attainment for any units which were completed during the enrolment timeframe. After expiry, you may re-enrol for another year for an additional fee, however this must be done within 6 months of the expiry date, and will be subject to qualification currency. After 6 months, full price will be payable. Please refer to our Student Handbook for more information.

Recognition of Prior Learning

Your history of study, skills and experience can be taken into account but it must support the criteria included in the units of competency within the qualification. Documentary evidence, and completion of an RPL kit will be required.

Please note the price to RPL the qualification is the same price as studying the qualification, due to the extensive time required to assess evidence against selected criteria. If you are enrolling in the RPL process, please send an initial deposit of \$650 to commence the process. The balance will be payable at the conclusion of the RPL assessment, but before issuance of any certificates or statements of attainment.

Gap training is available for any units not met by RPL evidence at no extra charge. This is provided via course notes and assessment, and is self-paced.



Units of Competency

BSBADM502	Manage meetings
BSBADM504	Plan and implement administrative systems
BSBMGT402	Implement operational plan
BSBMGT403	Implement continuous improvement
BSBMGT401	Show leadership in the workplace
BSBPMG522	Undertake project work
BSBHRM506	Manage recruitment selection and induction processes
BSBWOR501	Manage personal work priorities and professional development



Equipment

Participants need to be able to access and competently use a personal computer or laptop, and have sufficient literacy and numeracy skills to produce documentation such as business and financial planning. Please make us aware if there are any difficulties in meeting the above requirements.

Course Venue and Equipment

Where courses are conducted on-site for an organisation a suitable venue and white board are to be provided by the client company. The venue shall have sufficient space for the participants to be seated comfortably for the duration of training. Any catering costs shall be borne by the client company. Please contact us to discuss alternate arrangements if there is any difficulty in providing these facilities and equipment.

Additional Costs and Expenses

Where the training is conducted outside the immediate Cairns area then additional costs will be applicable. Any air fares, travel, accommodation, meals and materials freight incurred in the provision of this training will be on-charged. Mileage will be charged at 80¢ (plus GST) per kilometre and traveling time will be charged at our standard rates. Please contact us for a formal quotation for courses conducted outside of Cairns.

Where consideration needs to be applied due to cultural, language, literacy, numeracy or other special needs, extra time will be allowed to ensure participants receive sufficient supported training. This time will be charged at our standard rates.

Dedicated Group Course

Contact our office if you would like to book an on-site or dedicated course for your organisation. Dates will be scheduled at the time of booking.

How to Enrol

This qualification may be undertaken as online study via our Student Portal. For those who would like hard copy workbooks and assessments, these can be included for an extra fee. All students will receive full support from a dedicated trainer via telephone, email or Skype for the duration of their studies.

If you wish to enrol in this qualification, download an enrolment form from our website, fill in and email or post the completed form back to Total Management and Training along with initial payment of \$1,500. A final payment of \$600 will fall due once assessments have been submitted online for marking. For those who have ordered hard copy workbooks and assessments, final payment will be \$1000.

To assist with affordability, any individuals enrolling in this qualification may enter into a payment plan where an initial smaller payment is taken up front, and further instalments are deducted via direct debit over a period of time. Payment plans will not incur any additional fees.