

DOUBLE DIPLOMA

# Diploma of Business Administration

+

# Diploma of Leadership & Management

BSB50415 + BSB51918



UNLIMITED ONE-ON-ONE SUPPORT



30 DAY RISK-FREE GUARANTEE



100% ONLINE LEARNING

#### COURSE UPDATE NOTICE

Please note: The entire BSB training package has undergone a review and overhaul from PWC and AISC, updates were announced in late October 2020. Please see our Course Update Notice on page 9 for more details.

Australian  
Qualifications  
Framework



NATIONALLY RECOGNISED  
TRAINING



BSB50415 + BSB51918

## DOUBLE DIPLOMA

# Diploma of Business Administration + Diploma of Leadership & Management

CAL's Double Diploma of Business Administration and Leadership & Management is designed for administrators wanting to move into senior management positions. This integrated course contains hand-picked units to give you the ultimate combination of both operational and strategic administration management skills, equipping you with the critical leadership skills to manage teams effectively and succeed in your career. Throughout the course, you'll have the opportunity to learn future-focused skillsets that your industry needs, from developing essential administrative functions through to planning, leadership, budgeting and fundamental management skills.

### In-demand skills you will learn:

- Effective leadership and people management skills
- Managing budgets and financial plans
- Supporting the recruitment and payroll of staff
- Developing, managing and implementing administrative systems



#### Courses designed for success

We designed our courses to be aligned with industry expectations. We've consulted with industry professionals to deliver the skills that tomorrow's workforce needs today.



#### Focus on student experience

We take the time to understand your goals, providing personalised and flexible learning solutions driven by passionate mentors and support teams.



#### Committed to real outcomes

We're dedicated to making a difference in our students' lives. We focus on providing real outcomes, not just a piece of paper.

### UNITS

**A total of 14 units to achieve the Double Diploma**



Save hundreds of hours of study with only 6 additional units to upgrade from a single Diploma

### DURATION

**Generous 24-month self-paced enrolment period**



Part-time: approx 14-16 months  
Full-time: approx 12 months

### CAREER OPPORTUNITIES



- Payroll Officer
- Administration Manager
- Office Manager
- General Manager

### INDUSTRIES



- Finance
- Health
- Small Business
- + Many more

# Course Structure

CAL has developed this integrated Double Diploma qualification in consultation with industry experts. Save hundreds of hours of study and **gain two Nationally Recognised qualifications with only 6 additional units to upgrade from the single Diploma of Business Administration (BSB50415) to the Double Diploma.**

Unit Code	Unit Title
<b>MANAGE AND LEAD</b>	
<b>BSBWOR501</b>	Manage personal work priorities and professional development
<b>BSBLDR502</b>	Lead and manage effective workplace relationships
<b>BSBWOR502</b>	Lead and manage team effectiveness
<b>BSBLDR511</b>	Develop and use emotional intelligence
<b>MANAGING BUSINESS OPERATIONS</b>	
<b>BSBMGT517</b>	Manage operational plan
<b>BSBADM502</b>	Manage meetings
<b>BSBADM503</b>	Plan and manage conferences
<b>BSBCUS501</b>	Manage quality customer service
<b>BSBFIM501</b>	Manage budgets and financial plans
<b>MANAGING ADMINISTRATION PROCESSES</b>	
<b>BSBADM504</b>	Plan and implement administrative systems
<b>BSBADM506</b>	Manage business document design and development
<b>MANAGING STAFF</b>	
<b>BSBHRM405</b>	Support the recruitment, selection and induction of staff
<b>BSBWHS521</b>	Ensure a safe workplace for a work area
<b>BSBFIM502</b>	Manage payroll

**At CAL, we cater to your needs by offering customisation for specialist streams. For more information, speak to your Learning Consultant.**

**A total of 14 units to achieve your Double Diploma**

# Outcomes

As a confident and qualified strategic leader, you'll have the skills to ensure budgets are met and financial plans are managed adequately. You'll have the ability to increase the efficiency of administration processes and systems, successfully support the recruitment and induction processes to increase staff retention, and ensure compliance in payroll processes.

**With a strong foundation in Business Administration, some common career pathways are:**

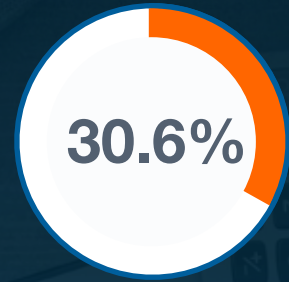
ADMINISTRATION MANAGER	\$57,000
PAYROLL OFFICER	\$73,000
OFFICE MANAGER	\$79,000
GENERAL MANAGER	\$139,000



**Managers with at least a Diploma qualification**



**The average salary for management in the industry**



**Employers wanting people with a qualification**



"This course has been instrumental in teaching me the importance of setting goals. I have been able to write policies and procedures for my workplace and have a much better understanding of the importance of planning and implementing new administrative systems."

**TRACY**

**MANAGER - TOURIST PARK**

Double Diploma of Business Administration (BSB50415) + Leadership & Management (BSB51918)



"Studying has allowed me to prove my abilities and certify my experience in my working career."  
*Since completing her qualification with CAL, Elizabeth progressed her career from Administration Officer to Finance Manager.*

**ELIZABETH**

**FINANCE MANAGER**

Double Diploma of Business Administration (BSB50415) + Leadership & Management (BSB51918)

# Flexible Options

Our courses are designed for adult learners with busy lives. We know life can be unpredictable and circumstances change, that's why we make our study options as flexible as we can to cater to your lifestyle.

CAL	Competitors
<input checked="" type="checkbox"/> <b>\$0</b>	RPL Application Cost <b>\$1500*</b> <input type="checkbox"/>
<input checked="" type="checkbox"/> <b>\$0</b>	6-Month Extension Cost <b>\$500*</b> <input type="checkbox"/>
<input checked="" type="checkbox"/> <b>\$150</b>	Refund Processing Fee <b>\$280*</b> <input type="checkbox"/>
<input checked="" type="checkbox"/> <b>30 Days</b>	Refund Period <b>14 Days*</b> <input type="checkbox"/>
<input checked="" type="checkbox"/> <b>Free 90 Days</b>	Deferral Period <b>30 Days*</b> <input type="checkbox"/>

\*Up to



### Risk-Free Guarantee

If the course isn't right for you, withdraw within 30 days for a refund.\*



### Free Deferral

You can pause your studies, then pick them back up when you're ready.\*



### Free Extension

If you require additional study time, we can help.\*

\*Terms and conditions apply

## Simple Payment Options

We understand that you need straightforward course fees. We offer transparent payment plans as well as discounted upfront payment options for our courses, where you will see your complete schedule of fees before you make any payments.

We also keep our administrative fees simple. We don't aim to make a profit in order to cater to our students' needs – we just do it.



### Flexible Payment Plans



### Discounted Upfront Payments



### No Hidden Fees

# Here to Support you

## Our Learning Coaches

At CAL, our Learning Coaches take great care in delivering real support for our students. They are experts in their industries with a wealth of knowledge and real-world experience, and are committed to helping you achieve your goals.

Our team of Learning Coaches are available to our students to go over specific course content, as well as being there to bounce ideas off and get practical advice from someone who has already seen it in action.

### KERRE BURLEY

#### HEAD COACH - BUSINESS

Kerre is an award-winning business owner with over 40 years' experience in service industries. With a wealth of knowledge, she has an in-depth understanding of business, along with leading and managing successful teams and projects. Kerre is part of your team of Learning Coaches ready to deliver support and help you realise your potential.



**90% of our students surveyed rated the coaching as excellent\***

## Our Student Success Advisors

Our Student Success Advisors are here to ensure that you have everything you need to be successful in your studies. They are your number one supporters, helping you with motivation, study plans and tips on productivity and organisation.

“Being an online student myself I understand the students' experience which allows me to motivate and support our students while relating to them.”

**ALYSIA**

“Assisting my students in their pathways to success and greatness brings me a lot of joy. I love helping them achieve their goals.”

**GALIT**



\*Statistics sourced from 2012, 2017, 2018 and 2019 Completed Student Surveys

# FAQs

## RECOGNITION

### Where is this qualification recognised?

The College for Adult Learning is a Registered Training Organisation TOID 22228 and all of our Certificate IV and Diploma qualifications adhere to the Australian Qualification Framework (AQF). They are Nationally Recognised and internationally respected qualifications, issued on behalf of the Australian Government.

## REQUIREMENTS

### Are there any prerequisites for the course?

Our students are required to be 18 years or older at the time of registration and demonstrate the required level of competency in English language, literacy and numeracy skills. If English isn't your first language, you may be asked to sit an LLN test to ensure you are suitable to undertake the course.

### What IT requirements do I need to complete the course?

You will need regular access to a laptop, desktop computer or another device with an adequate and reliable internet connection, at least the equivalent of Microsoft Office or Office for Mac, with word-processing capabilities and spreadsheets and a PDF reader installed, full permissions to install and access third-party software as required. You will also need regular access to a laptop, desktop computer or device with an adequate camera to undertake video calls for assessments as required.

## SUPPORT

### What support is provided?

All support is provided by CAL, you can book in coaching calls when you need them as well as send through support requests to be answered by our Learning Coaches and Student Success Advisors. You can even get quick answers from our Live Chat with Student Support.

### I work full time, can I access my coach after hours?

Our coaches work late on selected nights of every week, so we are happy to book in after-hours calls. We have students across all timezones, so our Learning Coaches are conscious of accounting for time differences.

## COURSE STRUCTURE

### How is the course delivered?

The course is delivered 100% online. We use engaging videos and have supporting content downloads available so you can study on your own terms. You can watch or listen to our video tutorials in the car or on your commute, read through transcripts and take notes at your desk, or download the content to keep up with your studies while travelling. You'll complete written activities and practical assessment tasks to demonstrate what you've learned throughout the unit.

### How long does the course take?

Our courses are completely self-paced, meaning you can study around your lifestyle. No strict deadlines, no inflexible classes to work around, no pressure to work to someone else's schedule. Depending on the time you commit and your learning style, studying part-time you could see you complete the course in approximately 16 months.

### What are the assessments?

There are no exams for the course. All assessments involve practical and work-ready applications, based on your workplace or provided case studies. For example, developing work-ready strategies and action plans, or even face-to-face video assessments.

### When can I start?

We have no restrictive intake periods, so you can start as soon as we've processed your course registration and official enrolment form. This is typically done in as little as two business days. We also have options to start your payment plan while delaying your course commencement date until you're ready to begin studying within three months.

# Why CAL?

**We're committed to igniting real change by inspiring one student at a time and giving them the power to shape their own world.**

The College for Adult Learning formed as a Registered Training Organisation (RTO) in 2009, founded by Helen Sabell and Rob Golding. They wanted to change the way we deliver adult education through dedication to outcomes-focused, practical training solutions with unparalleled support and flexibility.

They built the foundation for an RTO that is committed to making a difference and inspiring transformation through learning.

At CAL, we live by this in everything we do, from our unique flexible delivery to our bespoke content written in partnership with industry leaders, through to our hands-on and personalised approach to support.



**ANNIVERSARY**

MAKING A DIFFERENCE  
SINCE 2009

**We've been making a difference since 2009**

From our humble beginnings, we've grown to a leading player in online training, remaining true to our commitment to make a difference for adult learners. After a decade of education, we've made a difference to over 10,000 students' lives.

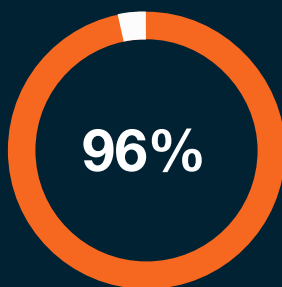
# Real Outcomes Guarantee



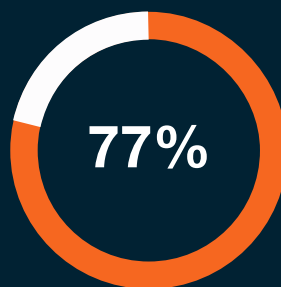
**Our Real Outcomes Guarantee is our commitment to you and your career goals, ensuring that your studies will give you real-world benefits.**

When you enrol, tell us about your motivation and goals for your study. To help give you the extra boost to reach your goals, throughout your course you'll be able to undertake elective learning to develop your skills, get mentoring and support from industry experts, and get exclusive access to our Careers Hub.

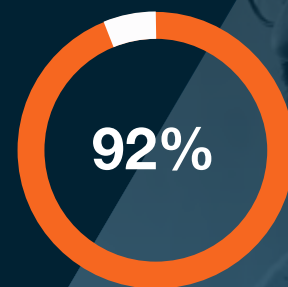
Our Careers Hub is designed to help you achieve your goals by providing you with complimentary resume and cover letter feedback, complimentary 30-minute career consultations and access to a suite of career management topics, tools and resources.



of our students surveyed achieved their primary study goal



of our students surveyed achieved multiple study goals



recommend CAL to people looking to progress their career



“Studying with CAL has [...] opened up doors for gaining better employment and wages for me. Struggling with surviving in my previous job, I decided to step out of the box and gain a higher qualification than I had. I applied for a new job and having started my course, this had a bearing on gaining the position I am now in.”

**ROSALIND**

CAL Graduate



“10 years ago, I was almost unemployable, now I'm being headhunted for roles. In 10 years, I will (hopefully) be retired.”

**JEREMY**

CAL Graduate

# Apply Now, Start Tomorrow

In just four easy steps you'll be on your way to taking your career to new heights.



**Our Learning Consultants are here to help you find the right study path for your career.**

Now that you've enquired, the next step is to apply to enrol.

You'll be put in contact with your own Professional Learning Consultant to guide you through the registration and enrolment process and get you started in your exciting new course with CAL.

**APPLY NOW**

## COURSE UPDATE NOTICE

The entire BSB training package has undergone a review and overhaul from PWC and AISC. They've rolled many separate courses into specialisation streams, and the closest new qualification, BSB50120 Diploma of Business/BSB50420 Diploma of Leadership & Management, were announced in late October.

While there will be differences from BSB50415/BSB51918 - including updated, different and additional units - this course has a teach-out period and can still be delivered and completed in their current form until late April, 2022. While this may be enough time to complete your studies with the current version of the qualification, we've already started planning potential options and pathways to transition into the newer course once it's available on our scope, and we will keep all of our students updated, supporting them through the entire process. We want to make sure that our students get the best possible outcomes from these updates, and we work hard to minimise any adverse effects if you want or need to transition to the new version of the qualification.

You can find more information here: Training.gov (<https://training.gov.au/Training/Details/BSB>), PWC (<https://www.skillsforaustralia.com/industries/business-services/>)

Every RTO will need to address and action this same set of updates, but not all RTOs will be able to deliver transparent communications, robust processes or flexible options to their students. We would urge you to make decisions based on our current offering with the forward knowledge that they are subject to change, and ensure you're doing your due diligence when evaluating providers and how they will inform and support you through this process. Please contact your Learning Consultant to learn more and discover our unique approach to support.