



The College for  
Adult Learning  
TOID 22228

DOUBLE DIPLOMA

# Diploma of Business

+

# Diploma of Leadership & Management

BSB50120 + BSB50420



UNLIMITED ONE-ON-ONE SUPPORT



30 DAY COOLING OFF PERIOD



100% ONLINE LEARNING

Australian  
Qualifications  
Framework



NATIONALLY RECOGNISED  
TRAINING



BSB50120 + BSB50420

## DOUBLE DIPLOMA

# Diploma of Business + Diploma of Leadership & Management

CAL's Double Diploma of Business and Leadership & Management will give you the skills you need to manage business resources and operations in a business of any size. You'll learn key business skills in budgeting and finance, identifying marketing opportunities and policy development, making you an indispensable asset at all levels in any organisation. In addition to essential business management skills, you'll learn how to develop critical thinking in others, lead communication within the workplace and manage team effectiveness, preparing you to be a strong leader within your organisation.

### In-demand skills you will develop:

- > Lead and manage workplace communication
- > Manage budgets and operational plans
- > People and performance management
- > Manage policies and procedures



#### 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 12 units to achieve the Double Diploma



With overlapping units to create a seamless course, you'll save hundreds of hours normally needed to complete two separate qualifications.

### DURATION

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



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

### CAREER OPPORTUNITIES



- General Manager
- Business Manager
- Business Operations Manager
- Department Director

### 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 **no additional units to upgrade from the single Diploma of Business (BSB50120)** to the Double Diploma.

Unit Code	Unit Title
<b>DEVELOP LEADERSHIP SKILLS</b>	
<b>BSBCMM511</b>	Communicate with influence
<b>BSBPEF502</b>	Develop and use emotional intelligence
<b>BSBXCM501</b>	Lead communication in the workplace
<b>BSBCRT511</b>	Develop critical thinking in others
<b>BSBLDR523</b>	Lead and manage effective workplace relationships
<b>BSBTWK502</b>	Manage team effectiveness
<b>MANAGE BUSINESS OPERATIONS</b>	
<b>BSBOPS501</b>	Manage business resources
<b>BSBOPS502</b>	Manage business operational plans
<b>BSBPMG430</b>	Undertake project work
<b>BSBFIN501</b>	Manage budgets and financial plans
<b>BSBMKG541</b>	Identify and evaluate marketing opportunities
<b>BSBSUS511</b>	Develop workplace policies and procedures for sustainability

Looking to specialise in a particular field? Explore our Diploma of Business specialisations:

+ Diploma of Business (Leadership) (BSB50120) Our most popular upgrade

+ Diploma of Business (Operations) (BSB50120)

+ Diploma of Business (Organisational Development) (BSB50120)

+ Diploma of Business (Business Development) (BSB50120)

# Business Specialisations

Looking to focus your skills and specialise in a particular field? We've consulted with industry experts to package our units and create tailored courses in a range of key business functions.

## Explore our Diploma of Business specialisations:

### LEADERSHIP

Our most popular upgrade

Get equipped to become a business leadership powerhouse with this essential integrated course. We've hand-picked units to help drive you to the top as a successful leader. You'll develop skills and experience in all areas of business, from fundamental administrative functions through to business planning, leadership, financial and people management skills.

Double Diploma of Business (Leadership) (BSB50120) + Leadership & Management (BSB50420)

**Only 1 additional unit to specialise in business leadership and management**

### OPERATIONS

Develop both operational and strategic administration skills and come through fully equipped with the critical leadership skills to manage teams effectively and succeed in your career. You'll learn future-focused skills that your industry needs, from developing essential administrative functions through to planning, budgeting and fundamental management skills.

Double Diploma of Business (Operations) (BSB50120) + Leadership & Management (BSB50420)

**Only 1 additional unit to specialise in business operations and management**

### ORGANISATIONAL DEVELOPMENT

Develop your organisational development and leadership skills and become a confident people and culture manager or change manager with essential change management, communication and leadership skills in this organisational development course.

Double Diploma of Business (Organisational Development) (BSB50120) + Leadership & Management (BSB50420)

**Only 2 additional units to specialise in organisational development and management**

### BUSINESS DEVELOPMENT

Develop your business development and strategic marketing skills by learning how to seek advantageous business opportunities to best position your business both domestically and internationally. Increase your business development and leadership skillsets and prepare to move into a senior management role.

Double Diploma of Business (Business Development) (BSB50120) + Leadership & Management (BSB50420)

**Only 4 additional units to specialise in business development and management**

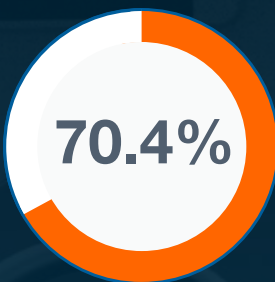
# Outcomes

As a qualified manager with a combination of essential business and management skills, you can be confident that you're prepared to take on any business challenge. You'll develop skills in managing budgets and financial plans to understand your business financial position, paired with the ability to identify new opportunities to improve the bottom line. You'll know how to communicate effectively and influence key stakeholders, forging strong workplace relationships. You'll also have a solid understanding of a wide range of business functions to manage daily business operations from workplace policies to managing finances, ensuring your team and the wider business are performing to a high standard.

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

<b>BUSINESS MANAGER</b>	<b>\$82,000</b>
<b>BUSINESS OPERATIONS MANAGER</b>	<b>\$97,000</b>
<b>GENERAL MANAGER</b>	<b>\$117,000</b>

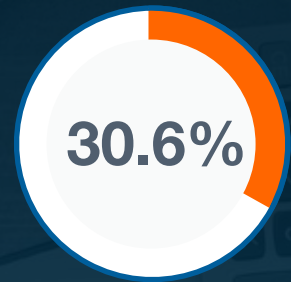
Salaries sourced from Glassdoor.com.au



**Managers with at least a Diploma qualification**



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



**Employers wanting people with a qualification**

Data sourced from Jobs and Skills Australia



"The course has not only provided the knowledge I required to feel confident in launching a business but also the confidence to put myself out there."

**CARA**

**SMALL BUSINESS OWNER**

Double Diploma of Business (BSB50215) + Leadership & Management (BSB51918)



"I have learnt so many valuable skills from this course that I have transferred into my workplace including time management, document writing and project management."

**DAVE**

**ENGINEERING RESEARCH SPECIALIST**

Double Diploma of Business (BSB50215) + 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>\$250</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"/>

\*Sourced from five competitor averages

\*Up to



### Cooling Off Period

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

# 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.

## COURSE STRUCTURE

### How is the course delivered?

The course is 100% online and self-paced, so you can study on your own terms. Make your way through the units with clear tutorials, supporting content downloads, as well as regular checkpoints to test and strengthen your learning along the way. You'll complete a combination of quizzes, written activities, and practical assessment tasks to demonstrate your skills.

### What are the assessments?

There are no exams for the course. All assessments involve practical and job-ready applications based on your workplace or the case studies we provide. There are different assessment elements, including interactive simulation and role play activities. These activities are conducted with a Learning Coach and may need to be completed with others (e.g. coworkers, friends or family) in real-time through Zoom or in a pre-recorded video. Video assessments allow us to assess your interpersonal skills needed for management roles. This is an innovative method to engage with your learning by acting out crucial situations you would encounter in the workplace, in a safe environment with an industry expert. You'll be able to hone your new skills in real-time with your Learning Coach and get valuable feedback so you can confidently demonstrate your learning in the workplace.

# FAQs

## COURSE STRUCTURE

### 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 could see you complete the course in approximately 14 months. You'll have the freedom to study when it suits you with our generous 24-month enrolment period.

### 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.

### What if I fall behind?

Our courses are completely self-paced, so you don't need to keep up with a class or work to strict deadlines. As a CAL student, you'll receive an individual learning plan that is tailored to your study needs, this helps create structure and set guidelines to help you stay on track to complete your studies. We cater to adult learners and understand that life can sometimes get in the way, so if you find yourself falling behind, you can speak to our Student Support who will be able to advise you of all your options, revisit your learning plan, and help you get your study back on track.

## 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.

## RPL AND CREDIT TRANSFER

### Does CAL offer RPL and credit transfer?

If you're a highly experienced professional and currently hold an extensive level of knowledge, competence, and ability in your field, you may be eligible for RPL (recognition of prior learning). You can RPL particular units, or a whole course. To be successful in your RPL application, you'll need to provide comprehensive evidence of prior work experience, including workplace documents and strategies you've created.

We also offer credit transfers. If you've previously completed a unit(s) within the course you wish to enrol in, you may apply for a credit transfer so you don't have to complete the unit again. You can also apply for a credit transfer for a unit that you've completed that is not listed in the course you are enrolling but is in the training package.

For more information on RPL and credit transfers, please speak to one of our learning consultants.

# 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.

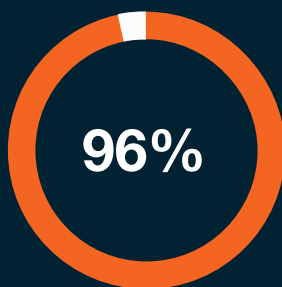


# Unlimited Support

Throughout your studies with CAL, you'll have constant access to learning coaches and student support – via calls, live chats, emails, and support tickets.

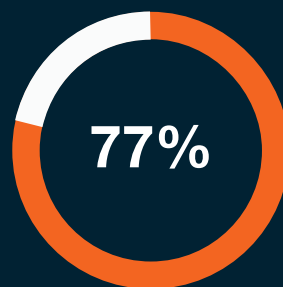
Our learning coaches are experts in their industries and will assess and support you in your course learning. They're an invaluable resource for course-specific content, bouncing ideas around, and providing practical advice. Additionally, learning coaches are available for one-on-one coaching sessions (including some after-hours slots). You can book as many coaching calls as you want!

Our support team gives you a catch-all for all support queries that aren't content-specific. They're available to chat over the phone or on live chat between 9:00 am and 6:00 pm on weekdays. Have a support question outside these hours? Just submit a support ticket and our solution-oriented team will get back to you as soon as they can.

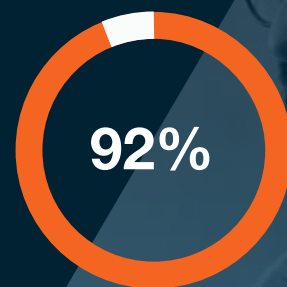


of our students surveyed achieved their primary study goal

\*Statistics sourced from 2020 Alumni Survey



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**