

Business and management

Industry area	Certificate I	Certificate II	Certificate III
Accountants and accounting clerks			FINANCIAL SERVICES (Accounts Clerical) Qual.C694 p101
Managers and administrators	LEADERSHIP DEVELOPMENT Qual.7136 p112	LEADERSHIP DEVELOPMENT Qual.7137 p112	LEADERSHIP DEVELOPMENT Qual.7138 p113 BUSINESS ADMINISTRATION Qual.D315 p104 BUSINESS ADMINISTRATION (Legal) Qual.D141 p106 BUSINESS ADMINISTRATION (Medical) Qual.D142 p106 FRONTLINE MANAGEMENT Qual.D143 p108 OCCUPATIONAL HEALTH & SAFETY Qual.D138 p117
Office and clerical workers	BUSINESS Qual.D129 p121	BUSINESS Qual.D130 p121	BUSINESS Qual.D132 p122
Public relations officers			CUSTOMER CONTACT Qual.D133 p125

Qualifications at a glance

Certificate IV	Diploma	Advanced Diploma
FINANCIAL SERVICES (Accounting) Qual.C701 p101	ACCOUNTING Qual.C705 p100	ACCOUNTING Qual.C718 p100
BUSINESS Qual.D145 p102	BUSINESS Qual.D164 p102	
LEADERSHIP DEVELOPMENT Qual.7139 p113		
BUSINESS ADMINISTRATION Qual.D148 p105	BUSINESS ADMINISTRATION Qual.D166 p105	
BUSINESS SALES Qual.D149 p107		
BUSINESS MANAGEMENT Qual.C329 p107		
BUSINESS (Legal Studies) Qual.3161 p103	BUSINESS (Legal Studies) Qual.3162 p104	
FRONTLINE MANAGEMENT Qual.D151 p108		
	MANAGEMENT Qual.D173 p114	MANAGEMENT Qual.D184 p114
MARKETING Qual.D156 p115	MARKETING Qual.D174 p116	MARKETING Qual.D185 p116
INTERNATIONAL TRADE Qual.D154 p110	INTERNATIONAL BUSINESS Qual.D170 p110	
OCCUPATIONAL HEALTH & SAFETY Qual.D157 p117	OCCUPATIONAL HEALTH & SAFETY Qual.D175 p118	OCCUPATIONAL HEALTH & SAFETY Qual.D186 p118
BUSINESS (Governance) Qual.D162 p103		
LAW ENFORCEMENT Qual.3159 p111	LAW ENFORCEMENT Qual.3160 p111	
PROJECT MANAGEMENT Qual.D158 p119	PROJECT MANAGEMENT Qual.D176 p119	
HUMAN RESOURCES Qual.D153 p109	HUMAN RESOURCES MANAGEMENT Qual.D168 p109	MANAGEMENT (Human Resources) Qual.D189 p115
SMALL BUSINESS MANAGEMENT Qual.D147 p120		
ADVERTISING Qual.D144 p123	ADVERTISING Qual.D163 p123	
BUSINESS (Public Relations) Qual.6282 p124	BUSINESS (Public Relations) Qual.6283 p124	

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There are 49 qualifications from which to choose in business and management at TAFEWA. The qualifications are at different levels, each requiring a different level of skills and knowledge. These pages contain a summary of qualifications in this area.

Under 'Further study option[s]' on the following pages is listed the next qualification in the progression of certificates and/or diplomas available for that area of study. To move between the same or related or unrelated qualifications, see page 6 under 'TAFEWA qualification pathways' or telephone the Career Development Centre on 1800 999 167 for details.

Please note:
Please check entrance requirements for more details.

If you require further information, telephone your local TAFEWA college or the Career Development Centre on 1800 999 167.