Order of Study

BSB50120 Diploma of Business [Leadership] (Online self-directed)

On successful completion of all 12 units you will receive a BSB50120 Diploma of Business with a specialisation in Leadership.
Follow the below order of study when enrolling. Enrol in no more than two (2) units per intake, unless otherwise advised.

Unit Code		Unit Name	Unit Type	Textbook/ Resources	Study Schedule	
Must complete all units in order as listed below					Intake	Completed
1	BSBOPS504	Manage business risk	Elective	Electronic resources are available through Connect, TAFE Queensland's Learning Management System Recommended course text (not mandatory) COLE 'Leadership & Management (Theory & Practice)' 7th Edition		☐ Completed
2	BSBPEF502	Develop and use emotional intelligence	Elective			☐ Completed
3	BSBXCM501	Lead communication in the workplace	Core			☐ Completed
4	BSBTWK502	Manage team effectiveness	Elective			☐ Completed
5	BSBPMG430	Undertake project work	Elective			☐ Completed
6	BSBOPS501	Manage business resources	Core			☐ Completed
7	BSBCRT511	Develop critical thinking in others	Core			☐ Completed
8	BSBSUS511	Develop workplace policies and procedures for sustainability	Core			☐ Completed
9	BSBLDR523	Lead and manage effective workplace relationships	Elective			☐ Completed
10	BSBHRM521	Facilitate performance and development processes	Elective			☐ Completed
11	BSBHRM412	Support employee and industrial relations	Elective			☐ Completed
12	BSBFIN501	Manage budgets and financial plans	Core			☐ Completed

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STUDENT PORTAL

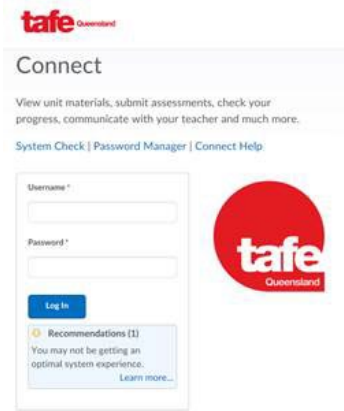
Through the portal you can enrol, update your details, and check your academic results whenever you like. To login just click on this link https://tafeqld.t1cloud.com/ and use your Connect login credentials.

If you have an issue with the student portal please log the issue through the "Report an Issue" form in your forms tile and you will receive a response as soon as possible.

Alternatively, click the link below and scroll through the frequently asked questions that may assist you with your enquiry https://tafeqld.edu.au/current-students/student-portal-pilot-faq.html.

CONNECT

Connect offers access for mobile devices, the ability to communicate with teachers and classmates, and excellent user support, allowing you the flexibility to study anywhere, anytime.



Watch the 45-second video on how to login to Connect by clicking here. Alternatively, download this PDF to get all the details.

DON'T FORGET to enable notifications in Announcements so you don't miss an important announcements relating to your study.

HAVE YOU STUDIED BEFORE?

Credit Transfer is a process that offers you credit for earlier formal study that is equal to your nominated qualification. It is important that you apply before your start of study. Please see eligibility information and the application form for more information.

STUDENT RULES

The TAFE Queensland Student Rules and Policies are designed to make you aware of your rights as a student, as well as your responsibilities to TAFE and your fellow students.

WITHDRAWALS, TRANSFERS & REFUNDS

We all change our minds, so if for any reason you find the need to leave a course, or if you are seeking to transfer to another intake, or withdraw from study, please speak with your program coordinator and view the TAFE Queensland Refund Policy before submitting your withdrawal request, as you may not be eligible for a refund

If you are wishing to withdraw prior to the start of an intake - You can withdraw and swap units through the Student Portal. You can access this under the ***My Study tile*** in the ***Withdraw From a Unit*** menu. Note: Students with multiple courses in their ***My Study tile*** will need to select the ***Manage your Course*** button first. Once you have chosen your course, you can see the ***Withdraw From a Unit*** menu option, from here choose the unit/units to withdraw.

If you are wishing to withdraw after the start of an intake – you can submit your request through the Student Portal under the ***Forms tile***. Scroll to the ***Request for Withdrawal and or/Refund (TQ)***.