he cut and thrust of establishing and managing your own business or being an integral part of a dynamic management team in a large organisation offers rewarding career opportunities.

With a diverse array of challenges from managing staff to promoting the business, future supervisors and managers need a raft of skills that will equip them for the rigours of operating a small business or providing leadership within a larger organization.

Given the need for management skills in these roles the range of qualifications available at the South West Regional College of TAFE are ideally suited to both entrepreneurs as well as those employed in larger organizations.

Our courses cover human resource management, financial management, marketing, administration and supervision as well as the skills to undertake the day to day management of organizational issues.
The scope of business management

Qualifications in business management enable you to develop a variety of skills which will prepare you to play an integral role in any modern business organization. This could mean embarking on a business career managing finances or business operations or having responsibility for human resource management, or budgeting and cash flow management.

The qualifications develop both specific skills and a commercial approach, encouraging students to be flexible, methodical and well organized.

The capacity to relate well to other people is critical to the success of any manager and necessitates that they are able to communicate effectively and build professional working relationships with staff, customers and other key stakeholders. This skill is an important part of the business qualifications and will give you the edge in making a positive contribution to your workplace.

Businesses, be they large organisations or small enterprises, need to adopt a strong customer focus and exceptional service ethic to ensure their continued existence in the competitive environment in which they operate. Organizations are dependent on front line staff to establish and sustain a positive rapport with customers and in this way, forge and mutually beneficial relationships with customers.

Personal attributes that will enhance your chances of success in this career include:

- well developed organisational skills
- good communication and interpersonal skills
- self confidence
- desire to meet and greet people
- ability to think laterally, take calculated risks and innovate
- self motivated
- good work ethic
- leadership skills

What business studies qualifications offer you

Certificate IV in Business (Small Business Management)
This qualification will provide you with the practical skills and knowledge to plan, establish, promote and operate a small business (20 employees or less). You will also learn skills to develop a business proposal, be able to demonstrate the viability of the proposed business, and detail strategies for application in the business. You will learn skills in managing, financing, planning, marketing, researching, e-commerce and about the legal requirements governing the operation of a business.

Certificate IV in Business Management - This qualification will provide you with the practical skills and knowledge to provide leadership and management in meeting business objectives. You will learn skills in business administrative procedures, human resources, team development and implementation of business strategies.

Diploma of Business Management - This qualification will provide you with the practical skills and knowledge to manage operational areas of an organisation. You will also learn skills to manage people performance, recruit, select and induct staff, manage meetings and prepare and manage budgets.

Employment opportunities
If you’re interested in developing the skills to establish and manage a small business then the Certificate IV in Business (Small Business Management) will be the ideal course to help you realise this goal.

By completing the Certificate IV in Business Management or the Diploma of Business Management you will be able to seek employment as a supervisor or front line manager in small, medium and large organisations across all industry sectors.

Entry requirements

Certificate IV in Business (Small Business Management)
- Communication Skills

Certificate IV in Business Management
- Communication Skills

Diploma of Business Management
- Communication Skills

For more information of TAFEWA entrance requirements please visit www. tafe.wa.edu.au

Further information
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Website: www.swrc.wa.edu.au