



# Business and Management Course Matrix

+61 2 6773 0000  
ask@unep.edu.au | unep.edu.au | RT06754



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# Benchmark training for your practice



## Business and Management

		Fundamentals Skill Set	Manager Skill Set (SOA)	Certificate IV in Leadership and Management (BSB42015)	Certificate IV in Project Management Practice (BSB41515)	Diploma of Business (BSB50215)	Diploma of Leadership and Management (BSB51915)	Diploma of Project Management (BSB51415)	Diploma of Procurement and Contracting (PSP50616)	Short Courses +	Graduate Certificate in Management +	Graduate Certificate in Leadership +	Certified CEO Program	Master of Business Administration +
Administration	Administration Assistant	○												
	Frontline supervisor	○												
	Administrative Officer	○												
	Administrative Coordinator	○	○	●						★				
Project	Project Officer	○			●									
	Senior Project Officer	○	○				★	★		★				
	Principal Project Officer	○	○				★			★				
Procurement	Procurement Officer	○												
	Senior Procurement Manager	○	○						★	★				
	Procurement Manager	○	○						★	★		★		
Executive	General Manager									★	●	●	★	
	Chief Executive									★			★	●
Executive Support	Executive Assistant	○												
	Senior Executive	○	○	●			★			★				
	Executive Officer	○	○			★	★			★				

Key: ○ Recommended skillset ● Recommended qualification ★ Qualification with credit towards UNE program + UNE Program ■ Statement of attainment (SOA)