



## Diploma of Business Administration

**BSB50407**

### Benefits of Studying this Program

- Consolidate, enhance and extend your current clerical skills and/or qualifications
- Develop a broad suite of business administration skills
- Develop the business managerial-level skills required for supervisory, leadership and management roles
- Extend your knowledge and skills to change career direction, or seek promotion.

### Program Information

This program provides flexible delivery of the qualification – Diploma of Business Administration. This qualification is suited to administration roles across all industry sectors.

The program is designed to add to the skill-set and enhance the management capabilities of those in supporting administration roles – current or past.

### You will develop skills in:

- Managing meetings
- Designing and developing business documentation
- Managing payroll
- Reviewing an administration system
- Managing projects
- Planning and executing a conference
- Managing the delivery of quality customer service
- Managing staff.

Upon successful completion of the training, participants will have the knowledge and skills to use a range of specialised, technical and managerial competencies to plan, implement and evaluate their own performance and that of a work team in a business setting. Successful participants will also possess the skills to make self-directed decisions regarding business equipment, services, techniques and operations.

### Possible job roles for graduates include:

- Administration Manager
- Office Manager
- Accounts Manager
- Senior Executive Assistant.

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## Program focus

- Meetings
- Documentation
- Payroll
- Administration systems
- Projects
- Events and conferences
- Customer service
- Staff.

## Units of competency and delivery schedule

6 Core and 2 Elective units supported by this program are:

Unit Code	Competency Title
BSBADM502B	Manage meetings (c)
BSBADM506B	Manage business document design and development (c)
BSBFIM502A	Manage payroll (c)
BSBPMG510A	Manage projects (c)
BSBADM504B	Plan or review administration systems (c)
BSBADM503B	Plan and manage conferences (c)
BSBCUS501A	Manage quality customer service (e)
BSBMGT502B	Manage people performance (e)

## Assessment overview

Assessment tasks include; observation, discussion, written and oral assignments, tests, presentations and practical projects.

All assessment is conducted in accordance with the assessment guidelines and competency standards in the officially endorsed Training Package for the Diploma of Business Administration.

The assessment procedures and the criteria for judging performance are made clear to all participants at the outset of the program. Assessment processes cover the broad range of skills and knowledge needed to demonstrate competency. Assessment will integrate knowledge and skills with their practical application. Assessment processes provide for the recognition of competencies no matter how, where, or when they have been acquired.

## Program duration

This program is delivered in fifteen (15) half day (3.5 hour) sessions. Normally these are from 8.30 am to 12.00 pm, one day per week. In addition, participants are expected to complete assessment tasks and activities prior to, and after, each training session.

Fewer hours are anticipated for existing employees depending on outcomes of skills audits. Students with disabilities or learning difficulties may require more hours.

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## Entry requirements

There are no prerequisite requirements for entry to this course, however those applicants with no previous qualifications are expected to have gained relevant work experience.

Application is made on the Blended Learning International application form. The applicant will then be contacted to attend a meeting with an Admission Panel.

## Recognition of Prior Learning (RPL)

Where a participant feels that he or she has already achieved the skills for any unit of competence, that person can be given credit for, or an exemption from, the unit. This prior learning may have occurred through formal or informal training, through work or life experience. It is a process whereby you are given credit for what you can already do.

Blended Learning International also recognises qualifications issued by other Registered Training Organisations (RTOs) as long as these qualifications are current and relevant to this program. If you believe that this applies to you, then you should ask for a Recognition of Prior Learning (RPL) application form. Each application should be accompanied by an administration fee of \$50.00.

## Enquiries

Please contact:

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