BSB50415 Diploma of Business Administration

Note to students: Training is provided by MGTD Pirii (RTO88194) with Qualifications and Statements of Attainment issued by Parasol EMT Pty Ltd (RTO2551)

This qualification reflects the role of individuals who possess a sound theoretical knowledge base and use a range of specialised, technical or managerial competencies to plan, carry out and evaluate their own work and/or the work of a team. Possible job roles include Administration Manager, General Office Manager and/or Office Manager.

Entry Requirements

There are no entry requirements for this qualification, however students will require well developed Language, Literacy and Numeracy skills to be able to work within advanced business concepts. They will be required to explain the meaning of the concepts contained within this level of business practice and be able to use numeracy skills to conduct medium to high level calculations and work within mathematical formulae and concepts.

Pathways into the qualification

Preferred pathways for candidates considering this qualification include either BSB40515 Certificate IV in Business Administration or other relevant qualification or other vocational experience in a range of work environments in senior support roles but without a qualification.

Duration and Study Options

Candidates undertaking this process/course will have up to 24 months (2 years) for completion using one of the following study options – Normal completion time is within 12 months (1 year):

- Face to Face Learning allows participants to attend a five (5) day face to face training workshop covering the basic theory for the units of competency. Assessments and practical requirements are completed post workshop no later than 24 months (2 years) from the first day of the workshop.
- The 1 on 1 coaching model allows participants to attend our training centre in Malaga and complete all of their learning and assessments under guidance from a resident trainer. Assessments are completed as the students undertakes coaching with practical requirements being completed no later than 24 months (2 years) from commencement.
- Distance education gives participants the flexibility to complete the course at their own pace within the stipulated course timeframes without the need to attend face to face workshops. Assessments and practical requirements are to be completed no later than 24 months (2 years) from commencement. This option is available via our ELearning portal or using printed workbooks and learner guides with the option of written assessment or on-line assessment.
- Recognition of Prior Learning (RPL) may be undertaken by candidates who are able to provide valid, sufficient, current and authentic evidence of competency through demonstration of the required learning and skills outcomes using our RPL portfolio of evidence workbooks.

Learning Outcomes

On successful completion of the course students will have, among many, the skills and knowledge to:

- Review and improve policies and procedures, manage systems effectively and plan and review effective administration systems and procedures
• Manage projects efficiently and develop project plans and administer until the project has been finalised
• Manage their own performance and professional development and the ability to use a range of strategies to develop further competence
• Manage meetings and report outcomes
• Implement risk management across the organisation
• Design, produce and manage business documentation, plan and implement financial management approaches and monitor and control finances
• Lead and facilitate teamwork, manage staff to deliver quality customer service
• Promote and coordinate conferences and/or prepare, deliver and review a presentation


Total number of units = 8

8 elective units

5 elective units must be selected from the Group A units listed below.
The remaining 3 elective units may be selected from the Group B units listed below, or any currently endorsed Training Package or accredited course at the same qualification level. If not listed below, 1 unit may be selected from either a Certificate IV or Advanced Diploma qualification.

Elective units

Group A units

Financial Management
BSBFIM502 Manage payroll

General Administration
BSBADM502 Manage meetings
BSBADM503 Plan and manage conferences
BSBADM504 Plan or review administration systems
BSBADM506 Manage business document design and development

IT Building and Implementation
BSBITB501 Establish and maintain a workgroup computer network

Project Management
BSBPMG522 Undertake project work

Group B units

Customer Service
BSBCUS5501 Manage quality customer service

Information Management
BSBINM501 Manage an information or knowledge management system

Innovation
BSBINN301 Promote innovation in a team environment
Management
BSBMGT502  Manage people performance

Recordkeeping
BSBRKG502  Manage and monitor business or records systems

Sustainability
BSBSUS501  Develop workplace policy and procedures for sustainability

Workplace Effectiveness
BSBWOR501  Manage personal work priorities and professional development
BSBWOR502  Lead and manage team effectiveness

Nominal Hours: 415

Fees (Retail)
Recognition of Prior Learning (RPL) – $ 1,499.00 (GST Free)
E-Learning or Distance Learning $ 1,999.00 (GST Free) – includes resources and materials
Face to Face or 1 on 1 coaching option $ 2,350.00 (GST Free) – includes resources and materials
Courses are also available for delivery within the workplace or for groups – please contact us at admin@mgtdpirii.edu.au for a quotation

MGTD Pirii takes its social responsibilities seriously and will, where practicable, offer assistance and support to students wishing to undertake courses of study and/or qualifications. Where a student receives government assistance or concession MGTD Pirii will offer concessional rates – subject to documented proof of concession. We will also offer payment terms in order to assist students where practicable.

This course is delivered under an agreement with Parasol EMT Pty Ltd (RTO2551)