



BSB50415 Diploma of Business Administration

Course currency status: Current on www.training.gov.au

Course description:

This qualification reflects the role of individuals who apply a broad range of administrative competencies in varied work contexts, using some discretion and judgment. They may provide technical advice and support to a team. They may or may not provide leadership and guidance to others with some limited responsibility for the output of others. This course is designed for students who are not involved in a traditional traineeship and will be involved in both theory and practical training in a full time capacity to gain the qualification.

Duration:

This will be achieved by scheduling classes for 15 Hours per week over 37 weeks (face to face). This will be delivered by the following schedule:

- 2 days at 6 hours, 1 day at 3 hours

The other days of the week may be used for private study time and extra tuition, if required.

Self-study of 5 hours per week is expected from the student.

i.e: 5 hours * 37 weeks = 185 hours.

The total volume of learning will be 560 hours + 185 hours = 740 hours.

An example is indicated below:

- Term 1: Weeks 1 - 10
- Break for 2 weeks: Weeks 11 - 12
- Term 2: Weeks 13 – 22
- Break for 4 weeks: Weeks 23 - 26
- Term 3: Weeks 27 – 36
- Break for 2 weeks: Weeks 37 - 38
- Term 4: Weeks 39 – 45
- Break for 7 weeks: Weeks 46 – 52



Entry Requirements

- All students must be of the age of 18 years or over at the time of applying for admission.
 - Entry into this course requires successful completion of an Australian Year 12 qualification or equivalent. However, selection is not based purely on academic performance. Relevant work experience, work samples and other documentation submitted will be considered too.
 - In addition to meeting the academic requirements, applicants must demonstrate their competence in literacy and numeracy levels when enrolling into the course.
- or

Mature age students will also be considered without the minimum education requirements but with relevant work experience within chosen area of study and a demonstrated capacity to meet course requirements. A minimum of 5 years' experience would normally be expected but each case will be reviewed individually with relevant work experience evidenced by work reference letter on company letterhead, work samples and curriculum vitae submitted will be considered.

Training Pathway

After achieving this qualification candidates may undertake qualifications at Advanced Diploma level or above in Business training package.

Employment Pathway

Diploma graduates, with industry experience typically work as:

- administrative coordinators
- personal assistants
- receptionists
- office supervisors/managers
- personal administrators



Course Structure

Unit Detail	Type
BSBADM502 Manage meetings	Elective
BSBPMG522 Undertake Project Work	Elective
BSBADM506 Manage business document design and development	Elective
BSBADM504 Plan or review administration systems	Elective
BSBFIM502 Manage Payroll	Elective
BSBCUS501 Manage quality customer service	Elective
BSBWOR501 Manage personal work priorities and professional development	Elective
BSBWRT501 Write persuasive copy	Elective

Fee information

Application fee: \$250 (payable on submission of Application form one off charge only)
 Course fee: \$8250
 Materials fee: \$500 (payable during orientation)

Total Course Fee: \$ 9000 only

Total Course fee payment schedule

\$9000 paid in four installments of \$ 2250. The first installment must be paid prior to commencement of the course. The consecutive installments must be paid within two weeks of commencement of the study period. 1 study period at BIOT = 1 term