



**BSB50415**  
**Diploma of Business Administration**  
**Course Information**

**LET Training**  
[www.lettraining.com.au](http://www.lettraining.com.au)



# BSB50415

## Diploma of Business Administration

The course is nationally accredited by the Australian Government under the Australian Skills Quality Authority (ASQA).

**BSB50415 Diploma of Business Administration** If you've always dreamed of a career in business administration, then the Diploma of Business Administration is for you. This qualification, which has been designed by industry professionals, will give you a sound theoretical knowledge base and a range of specialised, technical and managerial competencies to suit administration within a business or corporate context.

The course includes a range of competencies such as managing meetings, managing business document design and development, undertaking project work, leading and managing team effectiveness and facilitating continuous improvement.

### How does this course work?

Online Learning – any time, any place, with maximum flexibility:

- ❖ Easy-to-read course materials
- ❖ Telephone Support from Accredited Trainers
- ❖ Email Support from Accredited Trainers
- ❖ Fast Assessment response

Online learning allows you to start a course when and where it is convenient for you to study.

### When does the course commence?

You can enrol in this course at any time and start straight after registration.

### How do I access to learning support?

You are very well supported throughout your course.

You have the access to discuss your course work on a one-on-one basis with a specialist Trainer via:

- ❖ Telephone; or
- ❖ Email; or
- ❖ Skype

Between Monday to Friday 9am to 5pm as you progress through the course, so you won't feel alone.

### Is there a maximum course completion time?

From the date of enrolment registration, you have up to **12 months** to complete the qualification, and many complete it in less time.

We find our students complete this qualification in varying time frames. It really does depend on your life situation, and time availability.

### Is there a minimum course completion time?

No – there is no minimum course time-frame.

You can complete the qualification as quickly as you choose.

### What is the average course completion time-frame?

We have found students that are genuinely motivated to progress through the course are able to complete the full course in less than 12 months.

Indicatively, it may take you on average 60 - 70 hours to complete a unit of competency, though depending on your existing skill and knowledge levels.

The key factors that influence course completion is a student's experience, time availability and work rate.

## Accreditation

This qualification has National recognition under the Australian Qualifications Framework (AQF) meaning it can be used as a pathway to a university qualification, nationwide.

Consistent with qualification rules, the qualification offered by LET Training comprises the following units of competency. However, if you wish to change elective unit/s to meet your training needs, please speak to one of our friendly learning and development advisors.

To be awarded this qualification, **8 units of competency** are required:

- ❖ BSBADM502 Manage meetings
- ❖ BSBADM504 Plan and implement administrative systems
- ❖ BSBADM506 Manage business document design and development
- ❖ BSBFIM502 Manage payroll
- ❖ BSBPMG522 Undertake project work
- ❖ BSBMGT516 Facilitate continuous improvement
- ❖ BSBINN301 Promote innovation in a team environment
- ❖ BSBWOR502 Lead and manage team effectiveness

## Entry and Study Requirements

### You can enrol and start at any time!

We are committed to seeing you through your course. We have determined the following requirements to ensure you have the best chance of successfully completing your course:

- ❖ Current Year 12: Successful completion of Australian Year 12 or equivalent or the Australian Senior VCAL Certificate; or
- ❖ Non-Year12: Completion of post-secondary studies or at least 6 months' work experience; and
- ❖ Have access to a fully-functional computer / smart device loaded with a web browser and applications to read PDF files, produce documents, and analyse information and data; and
- ❖ Have access to reliable Internet Access; and
- ❖ Have a current valid email account for learning and assessment communication; and
- ❖ Have a telephone and current valid telephone number for learning and assessment communication, support and interviews; and
- ❖ Successfully complete all assessment tasks to the required published standard.

## Skills Needed for Your Study

- ❖ **Language and literacy skills** at a level that enables you to read, interpret, communicate and apply a range of information and data, to write reports and other business documents for a variety of audiences, and to present and address issues;
- ❖ **Numeracy skills** at a level that enables you to plan and manage time, resources and budgets, to read and understand workplace figures, statistics and measurements, and to solve routine workplace and operational problems;

- ❖ **Technology skills** to conduct online research using a web browser and to use a variety of software applications to send e-mails with attachments, read PDF files, produce documents, analyse information and data;
- ❖ **The ability to research information and data** from a variety of sources;

## Assessments

Upon enrolment, you will be provided via the Learning Management System with detailed assessment task specifications and activities specific to the relevant unit of competency. By way of example, you may be required to:

- ❖ Complete projects and/or portfolios of evidence;
- ❖ Answer a series of knowledge-based questions;
- ❖ Participate in interviews with your assessor.

You will submit your evidence for evaluation to the Assessor, who will continue to maintain contact with you during the assessment decision-making process.

You will be provided with opportunities to adjust & resubmit your assessments based on the assessor's feedback.

## Career Opportunities

Successful completion of the Diploma of Business Administration can lead to a variety of potential career opportunities.

### What job roles exist?

- ❖ Office Manager
- ❖ Administration Manager

## Recognition of prior learning (RPL)

For those currently working in a management and leadership position, with over 5 years business management experience, ask our friendly course consultants about our Recognition of Prior Learning (RPL) solution eligibility. Our expert trainer will develop a tailored training plan for you based on your existing role and experience.

## Study pathways

### Will previous study and experience count?

LET Training recognises Recognition of Prior Learning (RPL) which takes into account the knowledge and skills you have already gained through your previous education and work history, attributing this to your enrolled qualification course. This may be through formal or informal training and can result in credits towards your qualification. More information can be found in Student Handbook.

### Future education pathways

After successfully completing the BSB50415 Diploma of Business Administration, you may like to enrol in LET Training's BSB60915 Advanced Diploma of Management (Human Resources); or BSB61015 Advanced Diploma of Leadership and Management.

## Contact LET Training

For further information or enrolment, please go to:

- ❖ Phone: (02) 9633 3929
- ❖ E-mail: [info@lettraining.com.au](mailto:info@lettraining.com.au)

LET Training offers arrange of business, management, WHS and administration qualification courses, check out our special offers at: [www.lettraining.com.au](http://www.lettraining.com.au).

