



START LEARNING
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recognised course

BSB50415

Diploma of Business Administration

Course Information

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Diploma of Business Administration

This course is nationally accredited by the Australian Government under the Australian Qualifications Framework (AQF).

BSB50415 Diploma of Business Administration will allow you to develop the necessary skills and expertise to become a valuable team member in a wide range of business organisations. The main focus of the course is to broaden your range of administration skills to meet the expectations of employers. Subjects covered include how to prioritise workload, implement new administration procedures and undertake project work.

Why Study with LET Training?

Affordable Qualification Courses

Flexible & Accessible Learning

Knowledgeable Trainers

Friendly & Helpful Support

Fast Assessment Response

The average course completion time-frame

We find students that are genuinely motivated to progress through the course can complete the full course in less than 12 months.

On average it may take you 60 - 70 hours to complete a unit of competency.

However, this will be influenced by your experience, time availability and work rate.

How to study with LET Training?

- **Online & Self-paced** - You can study at any time, any place, with maximum flexibility.

- **Enrol at any time** and start straight after enrolment!

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

We find our students complete this qualification with varying timeframes. It just depends on your life situation and time availability.

- **Payment Plans** - simply tick one that suits you the best; or pay the full course fee upfront.

- **No minimum course timeframe** - you can complete the course as quickly as you choose.

The Learning supports

You are well supported throughout your course, so you won't feel alone.

You'll have access and discuss your course work on a one-on-one basis with a specialist trainer via:

- Telephone
- Email;
- Skype

Available between Monday to Friday 9am to 5pm (Sydney time).

Accreditation

This qualification is nationally recognised under the Australian Qualifications Framework (AQF).

To be awarded this qualification, you are required to complete **8 units of competency**. LET Training offers the following units:

- BSBADM502 Manage meetings
- BSBADM504 Plan and implement administrative systems
- BSBADM506 Manage business document design and development
- BSBFIM502 Manage payroll
- BSBCUS501 Manage quality customer service
- BSBMGT516 Facilitate continuous improvement
- BSBINN301 Promote innovation in a team environment
- BSBWOR502 Lead and manage team effectiveness

To find out more about the individual course units, check out the [Appendix – Course Unit Information](#) at the end of this document. If you wish to change any elective unit/s, please speak to one of our friendly course advisors.

Entry and study requirements

You can enrol and start at any time!

We are committed to seeing you through your course. To ensure you have the best chance of successfully completing your course, the following entry and study requirements apply.

- Current Year 12: Successful completion of Australian Year 12 or equivalent or the Australian Senior VCAL Certificate; or
- Non-Year 12: 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 appropriate software applications to read PDF files and produce documents
- Have reliable internet access
- Have a valid email account for learning and assessment communication
- Have a telephone valid telephone number for learning and assessment communication, support and interviews
- Successfully completed all assessment tasks to the required published standard.

Skills needed for studying:

- **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 with detailed assessment task specifications and activities specific to the relevant unit of competency (via the Learning Management System). For example, you may be required to:

- complete projects and/or portfolios of evidence;
- answer a series of knowledge-based short answer questions;
- participate in interviews with your assessor.

You will be required to submit your evidence for evaluation to the assessor, who will continue to maintain contact with you during the assessment decision-making process. You will also be provided with opportunities to adjust and resubmit your assessments based on the assessor's feedback.

Career opportunities

Successful completion of BSB50415 Diploma of Business Administration can qualify you for a range of roles and positions, including:

- Administration Supervisor
- Executive Personal Assistant
- Office Administrator
- Project Administrator

Recognition of prior learning (RPL)

For those currently working in an administrative and office management position, with over 5 years working experience, ask our friendly course consultants about our Recognition of Prior Learning (RPL) solution eligibility. One of our expert trainers 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 considers 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 the LET Training Student Handbook.

Future education pathways

After successfully completing BSB50415 Diploma of Business Administration, you may like to enrol in an Advanced Diploma of Business Administration.

Contact LET Training

LET Training offers a range of business, management, WHS and administration qualification courses. For further information or to enrol, contact us via:



www.lettraining.com.au



(02) 9633 3929 or (02) 9633 4582



enquire@lettraining.com.au



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Appendix – Course Unit Information

BSB50415 Diploma of Business Administration

Unit of competency	Applications
BSBADM502 Manage meetings	<p>This unit describes the skills and knowledge required to manage a range of meetings including overseeing the meeting preparation processes, chairing meetings, organising the minutes and reporting meeting outcomes.</p> <p>It applies to individuals employed in a range of work environments who are required to organise and manage meetings within their workplace, including conducting or managing administrative tasks in providing agendas and meeting material. They may work as senior administrative staff or may be individuals with responsibility for conducting and chairing meetings in the workplace.</p>
BSBADM504 Plan and implement administrative systems	<p>This unit describes the skills and knowledge required to plan for or review the requirements of effective administrative systems and procedures for implementing, monitoring and reviewing the system.</p> <p>It applies to individuals employed in a range of work environments in senior administrative roles.</p>
BSBADM506 Manage business document design and development	<p>This unit describes the skills and knowledge required to establish standards for the design and production of organisational documents and to manage document design and production processes to ensure agreed standards are met.</p> <p>It applies to individuals employed in a range of work environments who require well-developed skills in the use of a range of software packages. They use these skills to establish, document and implement consistent standards of document design within an organisation.</p>
BSBFIM502 Manage payroll	<p>This unit describes the skills and knowledge required to establish and monitor security procedures for managing organisational payroll services and to calculate and process salary payments, group taxation and related payments.</p> <p>It applies to individuals, employed in a range of work environments, who are required to establish and work with payroll systems and may have responsibility for managing payroll systems and calculations.</p>
BSBCUS501 Manage quality customer service	<p>This unit describes the skills and knowledge required to develop strategies to manage organisational systems that ensure products and services are delivered and maintained to standards agreed by the organisation.</p> <p>It applies to individuals who supervise the provision of quality customer service within an organisation s procedures framework by others. At this level, individuals must exercise considerable discretion and judgement, using a range of problem solving and decision making strategies.</p>
BSBMGT516 Facilitate continuous improvement	<p>This unit describes the skills and knowledge required to lead and manage continuous improvement systems and processes. Particular emphasis is on the development of systems and the analysis of information to monitor and adjust performance strategies, and to manage opportunities for further improvements</p> <p>It applies to individuals who take an active role in managing a continuous improvement process in order to achieve an organisation's objectives.</p>

	At this level, work will normally be carried out using complex and diverse methods and procedures which require the exercise of considerable discretion and judgement, using a range of problem-solving and decision-making strategies.
BSBINN301 Promote innovation in a team environment	<p>This unit describes the skills and knowledge required to be an effective and proactive member of an innovative team.</p> <p>It applies to individuals who play a proactive role in demonstrating, encouraging or supporting innovation in a team environment. The individual may be a team participant or a team leader. Teams may be formal or informal and may comprise a range of personnel.</p>
BSBWOR502 Lead and manage team effectiveness	<p>This unit describes the skills and knowledge required to lead teams in the workplace and to actively engage with the management of the organisation.</p> <p>It applies to individuals working at a managerial level who facilitate work teams and build a positive culture within their work teams. At this level, work will normally be carried out using complex and diverse methods and procedures requiring the exercise of considerable discretion and judgement, using a range of problem solving and decision making strategies.</p>