BSB50415 Diploma of Business Administration

Release 1

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Modification History

Release	Comments
Release 1	This qualification first released with BSB Business Services Training Package Version 1.0.

Qualification Description

This qualification would apply to individuals with various job titles including administration managers, general office managers and office managers. Individuals in these roles may 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.

Licensing/Regulatory Information
No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

Nil

Packaging Rules

Total number of units = 8
This qualification has no core units
8 elective units, of which:

- 5 elective units must be selected from the Group A units listed below
- 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 must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Elective Units
Group A
BSBADM502 Manage meetings
BSBADM503 Plan and manage conferences
BSBADM504 Plan and implement administrative systems
BSBADM506 Manage business document design and development
BSBFIM502 Manage payroll
BSBITB501 Establish and maintain a workgroup computer network
BSBPMG522 Undertake project work

Group B units
BSBCUS501 Manage quality customer service
BSBINM501 Manage an information or knowledge management system
BSBINN301 Promote innovation in a team environment
BSBMGT502 Manage people performance
BSBRKG502 Manage and monitor business or records systems
BSBSUS501 Develop workplace policy and procedures for sustainability
BSBWOR501 Manage personal work priorities and professional development
BSBWOR502 Lead and manage team effectiveness

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSB50415 Diploma of Business Administration	BSB50407 Diploma of Business Administration	Updated to meet Standards for Training Packages	Equivalent qualification

Links

Companion volumes available from the IBSA website:
http://www.ibsa.org.au/companion_volumes - http://www.ibsa.org.au/companion_volumes

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