



**Australian Government**

# **BSBADM504 Plan and implement administrative systems**

**Release: 1**

## BSBADM504 Plan and implement administrative systems

### Modification History

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

### Application

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.

It applies to individuals employed in a range of work environments in senior administrative roles.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

### Unit Sector

Administration – General Administration

### Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1 Plan for the new or modified administrative system	<p>1.1 Identify requirements of, or modifications to, the administrative system through consultation with system users and other stakeholders in accordance with organisational and budgetary requirements</p> <p>1.2 Obtain quotations from suppliers/developers for the identified requirements or modifications to be made to the system in accordance with organisational policy and procedures</p> <p>1.3 Select supplier or developer in accordance with organisational</p>

ELEMENT	PERFORMANCE CRITERIA
	policy and procedures
2 Implement new or modified administrative system	2.1 Identify and develop implementation strategies in consultation with staff 2.2 Encourage staff to participate in all stages of the implementation process 2.3 Implement system in accordance with organisational and legislative requirements 2.4 Define and communicate procedures for using the system to staff 2.5 Provide training and support for staff on the use of the new or modified system 2.6 Deal with contingencies to ensure minimal impact on users
3 Monitor administrative system	3.1 Monitor system for usage, security and output in accordance with organisational requirements 3.2 Modify system to meet changing needs in accordance with organisational requirements 3.3 Clearly identify further modifications and notify users 3.4 Monitor staff training needs and train new staff on administrative system

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

Skill	Performance Criteria	Description
Learning	2.5, 3.4	<ul style="list-style-type: none"> <li>Actively reinforces own knowledge and skills by training or mentoring others</li> </ul>
Reading	1.2, 1.3, 3.1	<ul style="list-style-type: none"> <li>Extracts, analyses and evaluates information from complex texts, including organisational policies and procedures</li> </ul>
Writing	1.1, 2.1, 2.4, 3.2, 3.3	<ul style="list-style-type: none"> <li>Gathers and utilises information and ideas from a range of sources to create texts to meet organisational requirements</li> <li>Creates instructional texts using grammatical structures and vocabulary appropriate to audience and</li> </ul>

		context
Oral Communication	1.1, 2.1, 2.2, 2.4, 2.5, 3.4	<ul style="list-style-type: none"> <li>Participates in verbal exchanges using appropriate style, tone and vocabulary for audience, context and purpose</li> <li>Uses listening and questioning techniques to elicit key information and confirm understanding</li> <li>Presents complex information adjusting presentation style and vocabulary to suit the audience</li> </ul>
Numeracy	1.1, 1.2	<ul style="list-style-type: none"> <li>Recognises and interprets numerical information related to budgets</li> </ul>
Navigate the world of work	1.1-1.3, 2.3, 2.4, 3.1	<ul style="list-style-type: none"> <li>Develops systems to meet organisational and legislative requirements</li> </ul>
Interact with others	1.1, 1.2, 2.1, 2.2, 2.4	<ul style="list-style-type: none"> <li>Selects the appropriate form, channel and mode of communication for a specific purpose relevant to own role</li> <li>Collaborates with others to achieve joint outcomes, providing guidance to others , where necessary</li> </ul>
Get the work done	1.1-1.3, 2.1, 2.3, 2.4, 2.6, 3.2, 3.3	<ul style="list-style-type: none"> <li>Applies formal processes when planning complex tasks, producing plans with logically sequenced steps, reflecting an awareness of time constraints</li> <li>Monitors progress of plans and changes them to meet new demands or priorities</li> <li>Systematically gathers and analyses all relevant information and evaluates options to make informed decisions</li> <li>Anticipates potential problems and implements contingency plans as soon as warning signs are recognised</li> <li>Uses and investigates new digital technologies and applications to manage and manipulate data</li> <li>Demonstrates awareness of the importance of data security in a digital environment</li> </ul>

## Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBADM504 Plan and implement administrative	BSBADM504B Plan or review administrative	Updated to meet Standards for Training Packages	Equivalent unit

<b>Code and title current version</b>	<b>Code and title previous version</b>	<b>Comments</b>	<b>Equivalence status</b>
systems	systems	Minor title change Minor correction to wording in elements and performance criteria - 'administration' changed to 'administrative'	

## Links

Companion Volume implementation guides are found in VETNet -  
<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>