Australian Government

BSB50415 Diploma of Business Administration

Release 2

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Modification History

Release	Comments
Release 2	This qualification first released with BSB Business Services Training Package Version 3.0. Version created to update codes and titles in unit list.
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

BSBITB511 Establish and maintain a network of digital devices

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 Release 2	BSB50415 Diploma of Business Administration Release 1	Updates to codes and titles in the unit list	Equivalent qualification

PwC's Skills for Australia

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da40 7e23c10