



Australian Government

BSB50407 Diploma of Business Administration

Release 3

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Modification History

Release	Comments
Release 3	<p>This version first released with <i>BSB07 Business Services Training Package Version 8.0</i>.</p> <p>Elective unit BSBPMG510A replaced with BSBPMG522A.</p>
Release 2	<p>New release of this Qualification with <i>version 6 of BSB07 Business Services Training Package</i>.</p> <p>Unit codes updated:</p> <ul style="list-style-type: none">• BSBCUS501C now BSBCUS501C
Release 1	Initial release.

Description

This qualification reflects the role of individuals who 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.

Job roles

- Administration Manager
- General Office Manager
- Office Manager.

Pathways Information

Pathways into the qualification

Preferred pathways for candidates considering this qualification include:

- BSB40507 Certificate IV in Business Administration or other relevant qualification/s
- OR
- extensive vocational experience in a range of environments in senior support roles.

Examples of indicative job roles for candidates seeking entry based upon their vocational experience include:

- Administration Officer
- Accounts Supervisor
- Executive Personal Assistant
- Office Administrator
- Project Assistant.

This breadth of expertise would equate to the competencies required to undertake this qualification.

Pathways from the qualification

After achieving this qualification candidates may undertake a variety of business studies at the advanced diploma level.

Licensing/Regulatory Information

There is no direct link between this qualification and licensing, legislative and/or regulatory requirements. However, where required, a unit of competency will specify relevant licensing, legislative and/or regulatory requirements that impact on the unit.

Entry Requirements

There are no entry requirements for this qualification.

Employability Skills Summary

The following table contains a summary of the Employability Skills required by industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> managing organisational systems and processes to ensure usability and compliance by all staff participating in complex interpersonal exchanges requiring excellent negotiation and writing skills using effective interpersonal skills and relating to a wide range of internal and external clients
Teamwork	<ul style="list-style-type: none"> delegating tasks as per job role responsibilities to appropriately skilled team members working and consulting with others to develop systems and processes
Problem-solving	<ul style="list-style-type: none"> anticipating problems and preparing contingency plans controlling budgets, reconciling figures, rectifying anomalies and applying estimating skills researching and analysing data to prepare work plans and processes as required
Initiative and enterprise	<ul style="list-style-type: none"> being creative and providing innovative solutions to complex issues choosing appropriate systems to meet organisational needs designing and developing documentation and related processes responding to new and changing circumstances to ensure accurate and timely advice
Planning and organising	<ul style="list-style-type: none"> allocating resources to ensure organisational requirements are met collecting, collating and analysing information using appropriate workplace business systems developing contingency plans and strategising to meet client needs managing meetings and conferences effectively through excellent time management and organisational skills
Self-management	<ul style="list-style-type: none"> following legislative and regulatory requirements to ensure the safety and security of organisational and employee information managing own time and priorities and dealing with contingencies meeting statutory requirements in respect to payroll and recruitment practices taking responsibility as required by work role and ensuring all

	organisational policies and procedures are followed
Learning	<ul style="list-style-type: none">• planning training needs, and monitoring and evaluating training and induction programmes
Technology	<ul style="list-style-type: none">• using complex functions of computer software to design and develop templates, standard documentation and user manuals• using electronic communication devices and processes i.e. computers, internet, intranet, email to produce written correspondence and reports• using technology to manage organisational information

Packaging Rules

Total number of units = 8

8 elective units

5 elective units must be selected from the **Group A** units listed below.

The remaining **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 outcome, local industry requirements and the qualification level.

Elective units

Group A units

Financial Management

BSBFIM502A Manage payroll

General Administration

BSBADM502B Manage meetings

BSBADM503B Plan and manage conferences

BSBADM504B Plan or review administration systems

BSBADM506B Manage business document design and development

IT Building and Implementation

BSBITB501A Establish and maintain a workgroup computer network

Project Management

BSBPMG522A Undertake project work

Group B units

Customer Service

BSBCUS501C Manage quality customer service

Information Management

BSBINM501A Manage an information or knowledge management system

Innovation

BSBINN301A Promote innovation in a team environment

Management

BSBMGT502B Manage people performance

Recordkeeping

BSBRKG502B Manage and monitor business or records systems

Sustainability

BSBSUS501A Develop workplace policy and procedures for sustainability

Workplace Effectiveness

BSBWOR501B Manage personal work priorities and professional development

BSBWOR502B Ensure team effectiveness