



Flexible Training Solutions



BSB50415 Diploma of Business Administration

Overview:

This qualification reflects the role of individuals working in a range of complex administrative roles in various contexts. They manage the everyday goings-on of the office, in such job roles as administration manager, general office manager, and office manager.

Individuals at this level provide leadership or guidance to individuals or a team. Duties can include managing meetings, planning and managing conferences, implementing administrative systems, and managing payroll. They may be in charge of people performance and can carry out and evaluate their own work and/or the work of a team.

Course delivery & structure:

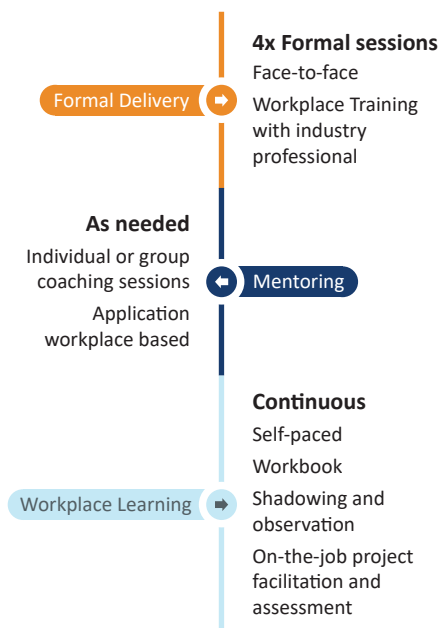
Delivery underpins our philosophy that work is the learning and learning is the work. We deliver a combination of formal training sessions and mentoring. We utilise a mix of on-the-job observation and questioning, and workplace based projects throughout our assessment tasks.

Participants are encouraged to challenge their existing knowledge and extend their boundaries whilst they expand their skill base.

To successfully attain the BSB50415 Diploma of Business Administration, students are required to complete a total of eight (8) units of competency, comprising of:

- 8 elective units, of which:
 - 5 units must be from Group A elective units over page;
 - 3 units may be selected from Group B elective units, or any currently endorsed Training Package or accredited course at the same qualification level;
 - if not listed, 1 of the electives units may be selected from a Certificate IV or Advanced Diploma qualification.

Delivery Mode:



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Duration:

This program is typically delivered over 12-24 months.



Projects:

We believe to get the most out of a program, training should be applicable to a trainees job role. Projects directly impact and relate to your business.



Workplace mentors:

a workplace mentor will be assigned from within your business. This ensures that knowledge and skills are reinforced throughout the program.



This nationally recognised qualification is delivered by Flexible Training Solutions RTO ID 6333. It provides skills and knowledge to the industry standard. We actively tailor training for people from diverse backgrounds, including those with disabilities, and encourage all to apply.

For more information or to get started visit www.flexibletrainingsolutions.com.au

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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

- 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

For more information contact us directly

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