DIPLOMA OF
BUSINESS ADMINISTRATION (BSB50407)

The Diploma of Business Administration hones managerial expertise for clerical and administrative personnel. Participants train in the essential skills that ensure superior professional performance across a range of administrative careers – office manager, senior executive assistant, personal assistant, administrator. The Diploma of Business Administration is designed to provide individuals with a planning and organisational perspective of administration that goes beyond day to day operations.

Who Should Attend
This vocational training is appropriate to roles which demand the performance of sophisticated administrative duties on a constant basis. The capabilities this qualification develops are particularly pertinent for accounts supervisors, executive personal assistants, office administrators, project assistants, receptionists, office managers, and individuals who aspire to positions such as these.

Course Structure
The Diploma of Business Administration is delivered by expert trainers in 6 x full day workshops scheduled across 9 months of this 12 month program. This approach allows students sufficient time between and after workshop completion to undertake self-directed learning, assignments and out-of-class assessment. Workshops engage participants in active discussion, problem-solving exercises, networking opportunities, and presentations related to building the skills and experience necessary for acquitting sophisticated administrative responsibilities within a commercial setting, and engaging with the strategic practice of business administration at a managerial level.

Participants have the option of undertaking this course online, using Upskilled's customised Learning Management System, MyUpskilled. The online program is conducted over a 12 month period and employs an approach that blends distance and online education in the management and delivery of learning resources.

Prerequisites
There are no formal prerequisites for this qualification.

Recognition of Prior Learning (RPL)
RPL is available for each Unit of Competency based on relevant workplace experience, formal training, or other expertise. To apply for RPL, please submit documentation in portfolio form for evaluation by Upskilled assessors.

Inclusions
Upskilled courses include detailed learning materials, assessments, and certification upon successful completion. Lunch and refreshments are included for classroom workshops, while online trainer support is included for online delivery.

“...The format, Trainer, along with his knowledge, work experience and teaching skills made this course one of the most beneficial I have done. The Quality Hotel Powerhouse conference facilities and staff were outstanding as well.”
Leanne Calthorpe, Office Manager
GARTALE PTY LTD
Course Outline
The 6 workshops will address the following Units of Competency as identified in the National Business Services Training Package. All competencies must be successfully completed to attain the Diploma of Business Administration.

<table>
<thead>
<tr>
<th>UNIT CODE</th>
<th>UNIT DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADM504B</td>
<td>Plan or review administration systems</td>
</tr>
<tr>
<td>BSBPMG522A</td>
<td>Undertake Project Work</td>
</tr>
<tr>
<td>BSBADM502B</td>
<td>Manage meetings</td>
</tr>
<tr>
<td>BSBADM506B</td>
<td>Manage business document design and development</td>
</tr>
<tr>
<td>BSBADM503B</td>
<td>Plan and manage conferences</td>
</tr>
<tr>
<td>BSBWORS01B</td>
<td>Manage personal work priorities and professional development</td>
</tr>
<tr>
<td>BSBWORS02B</td>
<td>Ensure team effectiveness</td>
</tr>
<tr>
<td>BSBMGT502B</td>
<td>Manage people performance</td>
</tr>
</tbody>
</table>

Course Fees and Payment Options
The diploma has a total course fee of $9,000 under VET FEE-HELP. For further details on VET FEE-HELP and for the full fee schedule please visit www.upskilled.edu.au/vet-fee-help

How to Apply
Whether you’re inquiring as an individual, or as a manager acting on behalf of one or more employees, the easiest way to apply is to contact Upskilled:

- Select from more than 60 nationally accredited certificate and diploma courses
- Complete an enquiry form at www.upskilled.edu.au
- Submit the form and an Upskilled Education Manager will contact you.

*This qualification is delivered via an auspicing agreement with TrainSmart, RTO: S1771*