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 acquiring 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.
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>
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<tbody>
<tr>
<td>BSBADM504B</td>
<td>Plan or review administration systems</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>
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</tbody>
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Course Fees and Payment Options
The Diploma has a course fee of $3,890, payable in one of two ways:
1. A single upfront payment of the course fees attract a 10% DISCOUNT, making the total fee $3,500
2. An upfront enrolment fee of $495, and 7 x $485 paid per month for seven consecutive months. The total course fee is therefore $3,890

Government Funding and Incentives
At both state and federal level, the government's commitment to upskilling the Australian workforce has resulted in a comprehensive framework of funding schemes and incentive opportunities. As a result, many Upskilled participants find that their courses are often heavily subsidized*. As part of the Australian Apprenticeships Incentives Program, employers could receive up to $3,000 per $3,890 they outlay for every eligible* employee who enrols.

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 30 nationally accredited certificate and diploma courses
- Complete an application form at www.upskilled.edu.au
- Submit the form and an Upskilled Education Manager will contact you.

*Eligibility for traineeships & User Choice will be determined by an Australian Apprenticeship Centre. Further information can be found at www.australianapprenticeships.gov.au

Incentives of up to $3,000 are available to businesses for each eligible* employee as part of the Australian Apprenticeships Incentives Program.

Other Related Qualifications
1. Certificate III in Business Administration
2. Certificate IV in Business Administration
3. Certificate IV in Small Business Management
4. Certificate IV in Business
5. Diploma of Business

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