



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **BSB50407 Diploma of Business Administration**

**Revision Number: 1**

## **BSB50407 Diploma of Business Administration**

### **Modification History**

Not applicable.

## Description

### Descriptor

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.
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## Pathways Information

### Qualification Pathways

#### *Entry requirements*

There are no entry requirements for this qualification.

#### *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

### Licensing, Legislative, Regulatory or Certification Considerations

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**

Not applicable.

## Employability Skills Summary

### EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

#### Qualification Code and Title

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

<b>EMPLOYABILITY SKILLS QUALIFICATION SUMMARY</b>	
	<ul style="list-style-type: none"> <li>managing own time and priorities and dealing with contingencies</li> <li>meeting statutory requirements in respect to payroll and recruitment practices</li> <li>taking responsibility as required by work role and ensuring all organisational policies and procedures are followed</li> </ul>
Learning	<ul style="list-style-type: none"> <li>planning training needs, and monitoring and evaluating training and induction programmes</li> </ul>
Technology	<ul style="list-style-type: none"> <li>using complex functions of computer software to design and develop templates, standard documentation and user manuals</li> <li>using electronic communication devices and processes i.e. computers, internet, intranet, email to produce written correspondence and reports</li> <li>using technology to manage organisational information</li> </ul>

## Packaging Rules

<b>Packaging Rules</b>
<p><b>Total number of units = 8</b></p> <p><b>8 elective units</b></p> <p><b>5 elective units</b> must be selected from the <b>Group A</b> units listed below.</p> <p>The remaining <b>3 elective units</b> may be selected from the <b>Group B</b> units listed below, or any currently endorsed Training Package or accredited course at the same qualification level. If not listed below, <b>1 unit</b> may be selected from either a Certificate IV or Advanced Diploma qualification.</p> <p>Elective units must be relevant to the work outcome, local industry requirements and the qualification level.</p> <p><b>Elective units</b></p> <p><b>Group A units</b></p> <p><b>Financial Management</b></p>

**Packaging Rules**

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**

BSBPMG510A Manage projects

**Group B units**

Customer Service

BSBCUS501B 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

**Unit Grid**

BSBADM502B Manage meetings

BSBADM503B Plan and manage conferences

BSBADM504B Plan or review administrative systems  
BSBADM506B Manage business document design and development  
BSBCUS501B Manage quality customer service  
BSBFIM502A Manage payroll  
BSBINM501A Manage an information or knowledge management system  
BSBINN301A Promote innovation in a team environment  
BSBITB501A Establish and maintain a workgroup computer network  
BSBMGT502B Manage people performance  
BSBPMG510A Manage projects  
BSBRKG502B Manage and monitor business or records systems  
BSBSUS501A Develop workplace policy and procedures for sustainability  
BSBWOR501B Manage personal work priorities and professional development  
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