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# Diploma of Business Administration BSB50407

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## 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 and titles vary across different industry sectors. Possible job titles relevant to this qualification include: Administration Manager; General Office Manager; Office Manager.



## Qualification Pathways

There are no prerequisite requirements for individual units of competency. Preferred pathways for candidates considering this qualification include:

- after achieving the BSB40507 Certificate IV in Business Administration or other relevant qualification/s OR
- providing evidence of competency in the majority of units required for the BSB40507 Certificate IV in Business Administration or other relevant qualification/s, OR
- extensive vocational experience in a range of environments in senior support roles but without a qualification.

After achieving the BSB50407 Diploma of Business Administration, candidates may undertake BSB60207 Advanced Diploma of Business, or a range of other Advanced Diploma qualifications.

## Qualification Rules

5 Administration Units + 3 Elective Units = 8 units

## Training & Recognition of Current Competencies (RCC)

Much of the training is delivered on-the-job through reading, interacting with colleagues and completing useful project work. You only need to attend off-the-job training if a competency cannot be acquired at the workplace. You may already have many of the skills required to qualify for this qualification. There is no need to be trained in things you can already do. NDA will assess current skills and give recognition for relevant competencies.

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### Choose 5 units from Administration listed below:

BSBADM502B	Manage meetings
BSBADM503B	Plan and manage conferences
BSBADM504A	Plan or review administration systems
BSBADM506B	Manage business document design and development
BSBFIM502A	Manage payroll
BSBITB501A	Establish and maintain a workgroup computer network
BSBPMG510A	Manage projects

Choose 3 Elective units from the list below, or the BSB07 Business Services Training Package or any other currently endorsed national Training Package. If not listed above 1 unit may be selected from a Certificate IV qualification or from an Advanced Diploma qualification:

BSBCUS501A	Manage quality customer service
BSBINM501A	Manage an information or knowledge management system
BSBINN301A	Promote innovation in a team environment
BSBMGT502B	Manage people performance
BSBRKG502B	Manage and monitor business or records system

BSBSUS501A	Develop workplace policy and procedure for sustainability
BSBWOR501A	Manage personal work priorities and professional development
BSBWOR502A	Ensure team effectiveness