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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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**5 elective units** must be selected from the **Group A** units listed below.

The remaining **3 elective units** may be selected from the **Group B** units listed below, or any currently endorsed Training Package or accredited course at the same qualification level. If not listed below, **1 unit** may be selected from either a Certificate IV or Advanced Diploma qualification.

### Group A units

#### Financial Management

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