



## SERVICES AVAILABLE

**Course name:** Diploma of Business Administration  
**Course Code:** BSB50415  
**Course Type:** Diploma  
**Course Level:** Skills Deepening  
**Department:** Business Services  
**Course Location:** Werribee  
**Course Duration:** 58 weeks

### Enquiries:

All enquires can be directed via mail, email or by phone to

**Address:** 550 City Rd, South Melbourne VIC 3205

**Email:** [admin@globalsta.com.au](mailto:admin@globalsta.com.au)

**Phone:** 1300 317 532

The program for BSB50415 - Diploma of Business Administration is delivered over a **58 weeks** program inclusive of holidays. This course requires the student to undertake study, revision, reading, research, preparation and assessments (such as projects and reports) outside set classroom hours.

### Course Overview

This qualification would apply to individuals with various job titles including administration managers, general office managers and office managers. Individuals in these roles may 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.

1. All students must be of the age of 18 years or over at the time of applying for admission at GSTA.
2. Entry into this course requires successful completion of an Australian Year 10 qualification or equivalent. However, selection is not based purely on academic performance. Relevant work experience, work samples and other documentation submitted will also be considered.
3. In addition to meeting the academic requirements applicants must demonstrate their competence in literacy and numeracy levels when enrolling into the course.
4. Mature age students will also be considered without the minimum education requirements but with relevant work experience within chosen area of study and a demonstrated capacity to meet course requirements.

### Numeracy and Literacy

Students language, literacy and numeracy will be screened prior to being accepted into the course.

Where it is determined that an applicant may not have sufficient English language skills to complete the qualification and work successfully in as a manager they will be provided with two referrals:

- AMES runs the English programs, and can provide LLN support and assistance and if necessary, specific English Language training.  
<https://www.ames.net.au/education-and-training.html>
- Local neighbourhood centres provide specialist Adult Literacy and Numeracy Programs, and can tailor a program to suit the student's needs. One example is:  
<http://www.theavenue.org.au/nationally-recognised-courses.html>

### Qualifications and Recognition

Global Skills Training Academy is committed to providing quality training and assessment in accordance with the Standards for Registered Training Organisations (RTOs 2015). As such, Global Skills Training Academy offers Recognition of prior learning to all Student (where applicable), and recognised qualifications issued by other Registered Training Organisations (RTO) for the purpose of credit transfer. At the successful completion of the qualification students will be awarded with the "Testamur" and a "Record of Results" which provides information relating to the Units of Competency completed in the BSB50415 Diploma of Business Administration.

Where only Partial Completion of the qualification has been achieved, students will be awarded with a "Statement of Attainment" which will detail only the Units of Competency that student has achieved competency from the qualification.

## Course Structure

UNIT CODE	UNIT TITLE
BSBADM502	Manage meetings
BSBADM504	Plan and implement administrative systems
BSBPMG522	Undertake project work
BSBADM506	Manage business document design and development
BSBFIM502	Manage payroll
BSBCUS501	Manage quality customer service
BSBWOR501	Manage personal work priorities and professional development
BSBWOR502	Lead and manage team effectiveness

## Course Cost: (course scheduled fees entered here)

**Application Fee \$ 150.00 (non-refundable)**

**Materials fee \$250.00 (non-refundable)**

**Tuition \$ 5200**

**Total course cost \$ 5600**

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## Employment Prospects

Employment outcomes associated with this qualification relate to the business administration sector. Possible job titles and roles relevant to this qualification include:

- Administration Manager
- General Office Manager
- Office Manager

## Assessment

The type of delivery selected for this training course is based on the learning objectives and the nature of the teaching and learning tasks and the diversities encountered within the learners of the group. To ensure effectiveness, training programs combine a mixture of classroom presentation and student participation methods.

Tasks will be set throughout the course (by the trainer) for each student that relate to the course structure and their vocational direction (as this course is transferable across a variety of business settings) for practice / formative assessment

Participants are expected to attend all scheduled training sessions. All students are notified of the assessment process and dates at the beginning of each unit.

Assessment is carried out in accordance with the:

- benchmarks for assessment
- specific industry requirements
- principles of assessment
- rules of evidence

Assessment is competency based and includes projects, class activities, group work and observation.

## Opportunities for Further Study

Participants will be provided with advice on career development and training options throughout the delivery of the program

## Pathways into the qualification

There are no entry requirements for this qualification.

## Preferred pathways include

- BSB40215 - Certificate IV in Business or other relevant qualification, or
- with vocational experience assisting in a range of environments in senior support roles but without a qualification (such as Administrator or Project Officer)

Examples of indicative job roles for candidates seeking entry based upon their vocational experience include:

- Administration Officer
- Accounts Supervisor
- Executive Personal Assistant
- Office Administrator

## Pathways from the qualification

Further training pathways from this qualification may lead BSB60207 (Advanced Diploma of Business), or a range of other Advanced Diploma level qualifications.

## Employment Pathway

The Diploma of Business Administration is intended to prepare students or recognise and develop existing workers who are performing a range of senior administrative, management or specialist roles in a business environment.

This qualification is transferrable across many industries, as it teaches transferrable business skills.

Employment outcomes targeted by this qualification include:

- Administration Manager
- General Office Manager
- Office Manager

## Can prospective students enrol in individual units?

Yes, please contact staff for further information.

