

BSB50415 Diploma of Business Administration



DESCRIPTION

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.

ELIGIBILITY/ENTRY REQUIREMENTS

The preferred pathway for candidates considering this qualification includes:

- Certificate IV in Business or Business Administration, and/or equivalent vocational competency, and/or
- A minimum of two years' workplace experience in an administrative or clerical role.

Please note: The Australian Core Skills Framework (ACSF) specifies required Language, Literacy and Numeracy (LLN) skill levels to enable successful participation in each qualification/training package. On enrolment, students will be asked to undertake Language, Literacy and Numeracy (LLN) testing. Each student will be able to compare their demonstrated levels to ACSF levels and discuss implications with the lecturer. Available support strategies will also be discussed, as required.

DELIVERY DETAILS

Location (s)	Duration	Study mode
Waterfront Darwin	This program is delivered over a period of 12 - 24 months.	This program will be delivered online with tutorial support.

2019 FEES

Based on course nominal hours of 480 hours, approximate 2019 course fees will be \$7,200.00

VET Student Loans (VSL) for new students commencing in 2019 may be available. For more information about VET Student Loans, please visit <http://www.cdu.edu.au/cdu-vet/vet-student-loans>.

For more information on fees, payment options, instalment plans and refunds contact CDU on 1800 061 963 or refer to www.cdu.edu.au/cdu-vet/student-guide/fees

ASSESSMENT

Assessments vary with each unit. You will be provided with an assessment guide.

RECOGNITION OF PRIOR LEARNING (RPL)

Students can apply for RPL during pre-enrolment or after enrolment. Students are provided with an RPL Self-Assessment before application and followed through with and an initial interview with an assessor.

RESOURCES

Learning materials and assessments are available for students through Catapult except for the unit BSBITU401 which is delivered through textbooks.

Students are issued with online learning materials relevant to each unit. Students are required to purchase prescribed textbooks. Details will be provided prior to the commencement of the course.

STUDY AND CAREER PATHWAYS

Further training pathways from this qualification include but are not limited to Advanced Diploma. On completion of this qualification credit(s) may be available into Higher Education courses.

Possible occupations relevant to this qualification include:

- Administration Manager
- General Office Manager
- Office Manager

QUALIFICATION CONTENT

To achieve a Qualification a total of eight (8) units of competency must be completed as detailed in the packaging rules and listed below.

ELECTIVE UNITS

BSBADM506	Manage business document design and development **
BSBADM504	Plan and implement administrative systems
BSBPMG522	Undertake project work
BSBADM502	Manage meetings
BSBADM503	Plan and manage conferences
BSBWOR501	Manage personal work priorities and professional development
BSBMGT502	Manage people performance
You must complete the unit below or you may credit transfer a unit from any Certificate IV qualification you hold.	
BSBITU401	Design and develop complex text documents**

** In order to be successful in the unit BSBADM506 Manage business document design and development you will need high level word processing skills (knowledge of the complex word processing functions).

WITHDRAWING FROM A QUALIFICATION

You may withdraw from this qualification and receive, where relevant, a Statement of Attainment for all units of competency you have successfully completed.

SUPPORT SERVICES

The University supplies support for students in many areas, including: Accommodation, Careers and Employment, Counselling, Disability Service, Equal Opportunity, Discrimination and Harassment advice, Australian Indigenous Student Support Services, Information Technology Services, International Student Support Services, Library Services, and Learner Support Services.

More information is available at - www.cdu.edu.au/study/student-life/student-support

CONTACT DETAILS

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Refer to the **VET Student Guide** www.cdu.edu.au/cdu-vet/student-guide for information regarding the enrolment process, student support services, student rights and responsibilities, previous studies recognition and the A-Z of other information.