



# BSB50415 Diploma of Business Administration

National ID: BSB50415 | State ID: AVV5

## About this course

### Do you have what it takes to take care of business?

When you complete the Diploma of Business Administration you will have what it takes for a career as a project manager, sales manager or office/administration manager.

You will gain the career enhancing knowledge and skills to build and manage a capable team, recruit the right people, develop your team's skills, and manage organisational risk.

You will acquire valuable experience in project management, facilitating effective meetings, and managing conferences.

Full-time attendance is equivalent to two days a week.

Completion of the Diploma of Business Administration opens up a range of further study options and it may give you advanced standing towards a university degree.


## Overview

*This course may be offered with a blended, flexible delivery model to enable social distancing measures to be undertaken during the COVID-19 pandemic. This approach may include a mix of online and classroom based*

delivery, as well as practical and work experience placements. Lecturers will provide any specific instructions if your training delivery style needs to change.

## Semester 2, 2020

### Thornlie - Full Time-Classroom

 Duration: **1 Semester**

 When: **Semester 2, 2020**

 How: **Full Time**

### Units

#### Elective

National ID	Unit Title
BSBADM502	Manage meetings
BSBADM503	Plan and manage conferences
BSBADM504	Plan and implement administrative systems
BSBADM506	Manage business document design and development
BSBHRM506	Manage recruitment selection and induction processes
BSBMGT517	Manage operational plan
BSBPMG522	Undertake project work
BSBRISK501	Manage risk

### Entrance requirements

School Leaver

Non-School Leaver

AQF

Completion of WACE General or ATAR  
(Minimum C Grades) or equivalent

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equivalent (minimum C Grades)

Certificate III

## Job opportunities

- When you complete the Diploma of Business Administration you will have what it takes for a career starting as a project manager or office/administration manager.

For information about jobs and pathways, please see <http://joboutlook.gov.au/>

Further study opportunities:

- University

## Fees and charges

### Indicative fees and charges

[2020 General Admission Fees List](#)

[2020 Apprenticeship/Traineeship Fees List](#)

Fees and charges published on our website are indicative. Your fees will depend on your eligibility for government funding or a concession rate, and the units you choose to study or seek to be recognised under Recognition of Prior Learning (RPL). Our Indicative fees lists show fees that are:

- Based on the full possible study plan of units, including the recommended electives
- Based on full time study in 2020
- Charged at the government funded rate for over 18 years of age students
- Based on unit electives designed to meet localised industry demand for skills
- Made up of course fees and resource fees, or RPL fees. Course fees are the cost of your tuition, while resource fees pay for consumables provided to you to aid your study (such as printing and paper). You may also be required to purchase text books or equipment that are not part of our tuition or resource fees.

Fees may vary between students and between educational providers. Other charges may apply.

Visit our [Fees and payment options](#) page for more information.

Call 1800 001 001 to get a more accurate fee indication based on your eligibility and study plan before applying.

## VET Student Loans

Selected courses are VET Student Loan eligible courses.

A VET Student Loan creates a debt that must be repaid to the Commonwealth and is only available to students who are eligible.

To find out if you are eligible or to see the list of eligible courses visit our [Student Loans](#) page.

## International students

Selected courses are available to International students for full time study only.

Fees, charges, available locations, applications and enrolment procedures for International students are different to those for students who have Australian permanent residency.

For more information or to find a course visit the [TAFE International WA](#) website.

## Apprenticeships and traineeships

Fees for apprenticeships and traineeships are charged at a rate per nominal hour of study.

This means that your fees will vary depending on the units you study as part of your training plan.

Apprentices and trainees are liable to pay for their own fees but some industrial agreements (awards) dictate that employers are required to reimburse their apprentice upon receipt of satisfactory progress. An employer may also opt to pay on behalf of the apprentice or trainee.

For more information visit our [Apprenticeships and traineeships](#) page.

## Recognition of Prior Learning

Recognition of Prior Learning (RPL) enrolments are charged at \$3.25 per nominal hour of study.

No concession fees apply to RPL enrolments. Refer to the institutional or apprenticeship/traineeship fee lists for an indicative RPL course fee.

**Please note, fees are subject to change.**