

BSB50415 Diploma of Business Administration

Packaging Rules: 8 Elective Units

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

Elective Unit Codes	Elective Unit Title	Task Types	Available
Group A			
BSBADM502	Manage meetings	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Prepare Meeting Papers Task 3 – Theory: Planning the Meeting Task 4 – Oral Questions Task 5 – Practical: Conduct Meetings Task 6 – Evidence Record	✓
BSBADM503	Plan and manage conferences	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Plan the Conference Task 3 – Practical: Promote the Conference Task 4 – Practical: Organise the Conference Task 5 – Oral Questions Task 6 – Evidence Record	✓
BSBADM504	Plan and implement administrative systems	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Research and Planning Task 3 – Role Play: Working with Staff Task 4 – Evidence Record	✓
BSBADM506	Manage business document design and development	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Establish Documentation Standards Task 3 – Practical: Manage Template Design and Development Task 4 – Practical: Develop Standard Text for Documents Plan Task 5 – Presentation of Training Task 6 – Evidence Record	✓
BSBPMG522	Undertake project work	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Project Research Task 3 – Practical: Develop Plan Task 4 – Theory: Administer and Monitor the Project Task 5 – Theory: Finalise the Project Task 6 – Evidence Record	✓

Qualification Mapping

Group B			
BSBCUS501	Manage quality customer service	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Plan Customer Service Initiative Task 3 – Role Play: Managing Difficult Customers Task 4 – Evidence Record	✓
BSBINM501	Manage an information or knowledge management system	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Research and Planning Task 3 – Project Task 4 – Theory: Review Task 5 – Evidence Record	✓
BSBMGT502	Manage people performance	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Planning Task 3 – Theory: Design a Review System Task 4 – Theory: Follow Up Task 5 – Role Play Task 6 – Evidence Record	✓
BSBSUS501	Develop workplace policy and procedures for sustainability	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Develop a Sustainability Policy and Procedures Task 3 – Practical: Presentation: Communicate the Workplace Sustainability Policy Task 4 – Practical: Implement the Policy Task 5 – Project: Implement and Review Policy Task 6 – Evidence Record	✓
BSBWOR501	Manage personal work priorities and professional development	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Time Management Task 3 – Practical: Create a Personal Development Plan Task 4 – Evidence Record: Feedback Provider	✓
BSBWOR502	Lead and manage team effectiveness	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Develop a Team Building Plan Task 3 – Practical: Develop and Facilitate Team Cohesion Task 4 – Theory: Facilitate Teamwork Task 5 – Theory: Liaise with Stakeholders Task 6 – Evidence Record	✓