

Health Industry Training

Course Outline

BSB50415

**Diploma of Business
Administration**



Why Choose Health Industry Training

Health Industry Training is passionate and committed to inspiring students to achieve their career goals and aspirations. If you want to be part of an exciting, fast growing industry, the health and community services sector and Health Industry Training can fulfil that goal.

The health sector is currently the largest employment and fastest growing sector in Australia. The opportunities for Australians are exciting and rewarding. To be part of this industry it is important you select the most appropriate training organisation to ensure you receive the necessary knowledge, skills and practical experience needed to secure a place.

Health Industry Training has many years' experience in the health sector. We specialise in health and community services and keep well informed of the current and future trends occurring in the health and community services sector.

Health Industry Training will help you successfully complete your qualification using an individual, supportive approach by providing you with a training plan individualised to suit your needs and lifestyle. Study your way, place and pace with the support of a personal trainer.

It is recommended that you read this course outline in conjunction with the student handbook that is available on the Health Industry Training website.

Inspiring students to achieve!

RTO National Provider # 32145



BSB50415

Diploma of Business Administration

Course Details

Duration Maximum 18 months

Delivery Method Flexible
Individual needs approach to learning

Enrolment Method Open enrolment

Prospect Career Roles Administration Manager
General Office Manager
Office Manager

Assessment Methods Short answer questions
Projects
Case studies
Workplace portfolio
Research reports

Industry trend

Business Administrators perform a range of clerical and administrative tasks to support the Business Manager.

Employment for this occupation rose very strongly in the past five years and rose strongly in the long-term (ten years). Looking forward, employment for Business Administrators to November 2018 is expected to grow strongly.

This is a very large occupation suggesting that opportunities for Business Administrators should be available in most regions.

Course Information

Delivery Method

The Diploma of Business Administration is delivered through a blended delivery method.

Students are provided with learner resources and assessment handbooks for each unit of competency. The assessment handbooks provide students with instructions on submitting assessments.

Assessment Methods

Health Industry Training uses a range of assessment methods to ensure sufficient evidence can be gathered to demonstrate you can perform the tasks against the specified criteria. Assessment methods can include:

- Short answer questions
- Projects / Reports
- Case studies
- Scenarios
- Workplace portfolios
- Work placement logbook

Recognition of Prior Learning

RPL considers previous formal study and work experience and then assesses this against the elements of competency to determine competency. Students seeking recognition can apply for RPL on enrolment or throughout the duration of their study.

Credit Transfer

If you have completed a unit of competency within your intended qualification with another Registered Training Organisation (RTO) you may be able to apply for a credit transfer or exemption. A copy of the original transcript must be provided when applying for credit transfer.



Admission Requirements

Entry Requirements

To enrol in the Diploma of Business Administration it is anticipated that you will have completed year 10 or equivalent.

In addition, you are required to provide Health Industry Training with their Unique Student Identifier number.

Minimum Age Requirements

The minimum age for this course is 16 years old. If you are under 18 years of age your enrolment form must be signed by a parent or guardian.

Literacy, Language, Numeracy (LLN) Requirements

Students must have an adequate level of Language, Literacy and Numeracy skills (LLN). Entry into the course requires English proficiency to Year 10 level or equivalent. Students are able to test their LLN skills by completing an LLN test by emailing info@healthindustrytraining.org.

Student Support

Throughout your course with Health Industry Training, you will be provided with a range of support services depending on your individual needs.

One-on-one trainer support: You will be provided with a trainer that has extensive experience and expertise in the course content and the industry sector. Our professional trainers are there to ensure you have a successful learning journey where you can contact them via phone or email.

In addition to your trainer, the administration team can provide you with support including your enrolment, changes to contact details or study plan, progress report and any issues you may encounter throughout your course.

Peer support

Health Industry Training appreciates that distance/online learning can be an isolated experience for some students. To assist with isolation all students have the option to be part of a Facebook peer support group. Peer support groups can be a positive experience where you can study with like-minded people, ask questions relating to your course and build friendships.

Course fees and Financial Support

Fee-paying

To assist students who are not eligible for funding, Health Industry Training offers financial assistance by allowing students to either:

- pay the cost of the course in full and receive a 10% discount on the full cost of the course; or
- take advantage of our affordable payment plan options (weekly, fortnightly or monthly instalments) (see enrolment form for additional information)

Course Structure

The Diploma of Business Administration has been packaged to include:

8 units are required to be awarded the qualification.

The table below provides a list of the units of competencies offered by Health Industry Training

Unit Code	Unit Title	(Core/Elective)
5 elective units must be selected from the units listed in Group A		
Group A		
BSBADM502	Manage meetings	Elective
BSBADM503	Plan and manage conferences	Elective
BSBADM504	Plan and implement administrative systems	Elective
BSBADM506	Manage business document design and development	Elective
BSBFIM502	Manage payroll	Elective
BSBPMG522	Undertake project work	Elective
3 elective units must be selected from the units listed in Group B		
Group B		
BSBCUS501	Manage quality customer service	Elective
BSBINM501	Manage an information or knowledge management system	Elective
BSBINN301	Promote innovation in a team environment	Elective
BSBMGT502	Manage people performance	Elective
BSBSUS501	Develop workplace policy and procedures for sustainability	Elective
BSBWOR501	Manage personal work priorities and professional development	Elective
BSBWOR502	Lead and manage team effectiveness	Elective

How to Enrol

Need More Information?

Health Industry Training is dedicated to ensuring all students are enrolled in the course that will achieve their career aspirations. If you need help with choosing the right course for you please contact the administration team on 07 3082 3960.

Ready to Enrol?

Place an enquiry through our website:

www.healthindustrytraining.org

OR

Email info@healthindustrytraining.org and request an enrolment pack

OR

Enrol by phone. Contact one of our friendly enrolment officers on **07 3082 3960**