Job ready training, today.

BSB50415 DIPLOMA OF BUSINESS ADMINISTRATION

FOR MORE INFORMATION:
Call 1300 887 991,
email info@australiscollege.edu.au
or visit www.australiscollege.edu.au
BSB50415 DIPLOMA OF 
BUSINESS ADMINISTRATION

Choose a qualification that takes you places.

COURSE DETAILS
This highly practical and industry-relevant course will give you the foundation skills and training required to get a job in Business Administration. The qualification is suitable for anybody wanting to take their first step into an office job, or for those who may be wanting to change career paths.

YOU’LL LEARN TO*:
• Coordinate and plan meetings
• Oversee document and presentation development
• Valuably contribute to projects
• Deliver quality customer service
• Manage staff performance and business travel

*Refer to Australis College website for full list of units.

CAREER OPPORTUNITIES
Careers and titles vary across different industry sectors. Possible job titles relevant to this qualification include:
• Administration Manager
• General Office Manager
• Office Manager
• Personal Assistant
• Front Desk and Reception

ENTRY REQUIREMENTS
Before enrolment, all prospective students complete a short phone interview and, if necessary, an Australis College Skills Assessment to ensure they have the basic skills needed to be successful in completing the qualification.

Students wishing to apply for VET FEE-HELP are required either to produce their Year 12 Australian Senior Secondary Certificate of Education or complete Government designated online core skills assessment before they are deemed eligible to receive this government loan.

GET THE AUSTRALIS ADVANTAGE
Australis College offers ‘job ready training, today’ and all of our training is purpose built with that in mind – to ensure you are highly skilled and ready to enter the workforce.

What is the Australis Advantage?

Industry Expert Trainers. To guarantee you the best outcome we employ industry-experienced and qualified trainers in all of our course areas. Get the edge by gaining real world insights from industry experts who have worked in the types of jobs you’re hoping to land when you graduate.

More Personal Learning. You’ll never feel like a number at Australis College. Because we have smaller student-to-trainer ratios across our different faculties, you will receive more one-on-one attention and support to help you get through your course. We also offer flexible study options including online learning, blended learning, and recognition of prior learning to accommodate your preferred learning style and to fit in with your busy schedule.

Employment Pathway Programs. Australis also offers a range of unique employment pathway programs that are designed to give you the skills, knowledge, and industry contacts to assist you during your search for employment.

Flexible Payment Options. The full tuition fee for this course is $12,500**. Australis College offers a range of flexible payment options so you can start learning and earning.
• VET FEE-HELP is an Australian Government student loan scheme to assist eligible students studying higher level vocational education and training (VET) qualifications to pay for their tuition fees. Students can study now and pay later when their income reaches the required repayment threshold.
• We also offer monthly and yearly payment plans for students who prefer to pay as they go and for those who are ineligible for VET FEE-HELP.

**Correct at time of printing. Refer to Australis College website for course cost and payment options.