

BSB50415 + BSB51615

Diploma of Business Administration + Diploma of Quality Auditing

STUDY ONLINE

Become an...
Internal Compliance Officer, Administrative Officer, Senior Office Staff, Executive Assistant, Auditors, Quality Managers, Internal Auditors...

Course Details

Course Code:
BSB50415 + BSB51615

Duration:
6-12 months
(depending on experience)

Delivery:
Online + Unlimited
Phone Sessions

Nationally Recognised:
Yes

Entry Requirements:
Over 21, Previous
administration
experience.

If you have experience or wish to be employed in one of these roles, this course is for you...

This course suits those with administration experience.

Are you passionate about quality, risk management, best-practice and compliance and have an eye for detail?

The Diploma of Business Administration + Diploma of Quality Auditing has been designed specifically for You.

This practical program provides skills and knowledge around Administration areas and Quality Management Systems.

Why complete this course with Global Training Institute?
Qualified administration staff are in high demand in Australia.

When you train with us, you get:

- Training that is designed to fit in around your busy work/home life.
- Gain recognition for the Management skills you already have
- Online access 24/7 to resources and assessments
- Regular and UNLIMITED phone sessions with Trainer (day or evening)
- Training and Assessments that relate to your work and industry
- No heavy theory. No Essays. No Exams
- a 'tool-kit' of management, resources, templates, information and skills
- Strong support from office staff, Trainers and your own Completion Coach

Here's what one of our students thinks...

"The assessments were based on realistic activities from my work - we actually implemented what we learnt. The best part was actually doing the audit and putting the learning in place in our organisation."

Carmel Flavell

*Accurate as 16th December 2020. For the latest information see [our webpage](#).

FEES

BSB50415 + Diploma of Business Administration +
BSB51615 Diploma of Quality Auditing

Here's how to pay the least amount for your course...

JobTrainer

The Australian Government has partnered with participating State and Territory governments to create the JobTrainer subsidy for those needing new skills or recognition of existing skills, in order to gain employment.



CLICK HERE FOR MORE INFO

Fees Choose Your Funding Option	Covers	Gap Fee
JobTrainer	If eligible	98% \$100
The remaining gap fee of your course can be paid via:		
Payment Plans	Payment Plans Available To Suit Your	

Units

There are **8 units** in this qualification.

Your units may differ depending if you have credits, if you are completing another qualification also at the same time or if you have chosen different electives.

BSBAUD402
Participate in a quality audit

BSBINM501
Manage an information or knowledge management system

BSBRSK501
Manage risk

BSBADM502
Manage meetings

BSBADM503
Plan and manage conferences

BSBADM504
Plan and implement administrative systems

BSBADM506
Manage business document design and development

BSBPMG522
Undertake project work

Get Your Postnominal Today!
DipBusAdminDipQA

Risk Free Guarantee
Click Here for details.
(gti.edu.au/riskfree)



Course Outcomes- Where will it Lead Me?

Once completed you will be equipped with:

- Your Diploma of Business Administration qualification, letters after your name (DipBusAdmin;DipQA)
- Eligibility for a membership with Professional Associations, such as the Australian Institute of Office Professionals
- University entry without needing Year 12 for many different Degrees.
- Your Resume and LinkedIn profile updated
- Pathway to Advanced Diploma qualifications
- New skills and knowledge around the subjects

NEXT STEPS

1

Choose Funding

Complete our **Funding Quiz**
OR **Call Us on 1800 998 500** to find out what funding you are eligible for

2

Enrol!

Meet your Completion Coach and Trainer and get started on your course.

Call us today on
1800 998 500!



Phone
1800 998 500



Website
globaltraining.edu.au



Email
enrol@globaltraining.edu.au



Live Chat
gti.edu.au/contact