Requirements:

Competency in 8 units comprising:

- A minimum of five units from the available Specialist Administration domain
- And three additional units from the Business Services Training Package or any other endorsed package (eg the Public Service Training Package) of which a minimum of two must be from a qualification at Diploma level; one unit may be included from a lower or higher level in this qualification.

Note: Units from other training packages must not duplicate units selected from the Business Services Training Package.
All units selected must contribute to and combine to form a work outcome.

**Trainees must select five of the following from the specialist administration domain.**

- **BSBADM501A** Manage the establishment and maintenance of a workgroup network
- **BSBADM502A** Manage meetings
- **BSBADM503A** Plan and manage conferences
- **BSBADM504A** Plan or review administration systems
- **BSBADM505A** Manage payroll
- **BSBADM506A** Manage business document design and development.

Units are available from Workright® Australia for selection from the following Business Services qualifications

- Diploma of Business BSB50101
- Diploma of Business Administration BSB50201
- Diploma of Business (Recordkeeping) BSB50301
- Diploma of Business Management BSB50401
- Diploma of Business Development BSB50501
- Diploma of Business (Human Resources) BSB50801
- Diploma of Business (Frontline Management) BSB51001

Nominal hours: 345