

## Training Package

BSB01 Business Services

### Qualifications

BSB50101 Diploma of Business

BSB50201 Diploma of Business Administration

### Competencies

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

BSBCMN404A Develop teams and individuals

BSBCMN405A Analyse and present research information

BSBCMN412A Promote innovation and change

BSBHR506A Manage recruitment selection and induction processes

BSBRKG502A Manage and monitor business or records systems



### Description

The Admin<sub>2</sub> Toolbox has been designed to deliver:

- flexible training that can be time-managed to fit in with most work schedules
- enhanced relevance of training exercises, through on-site capability, and customisability of the materials
- savings of time and cost since training is accessible, modular and customisable.

ValleyView Publishing is a fictional company with an overarching project brief to establish a new multimedia branch operation. The metaphor is richly supplemented with resource documents and multimedia files in four sectors: Headquarters, Intranet, Website and Library.

Most students will be either workplace-based and have on-the-job experience, or have previously studied to a Certificate IV level.

Learning materials are presented holistically by the presentation of a major project within the ValleyView Publishing company metaphor. There is also the option to complete study by individual unit. The Toolbox cleverly chunks information to retain the holistic project approach even when units are studied separately. Constructivist principles have been applied, so facilitators may use collaborative learning techniques in appropriately flexible ways.

### Toolbox Website

For further information, online previews, support and purchasing, visit:  
<http://www.flexiblelearning.net.au/toolbox>