

BSB30407 Certificate IV in Business Admin

This qualification provides the skills and knowledge to provide technical advice and support to a team across a broad range of administrative functions. All training is within the Australian Qualification Framework (AQF) and is therefore a nationally recognised qualification. Where eligible, this training is delivered with Victorian Government funding.

Enrolment

Applicants 15 years and older can apply and this course is appropriate for VET in schools delivery. Students from disadvantaged groups are encouraged to apply. Enrolment is via AVTES.

Recognition of Prior Learning

RPL is available to all applicants and a portfolio is requested on enrolment.

Course Duration

This course is a self paced competency based program. It can be undertaken and completed at your own pace. Enrolment periods last for 12 months.

Course Rules

There are no prerequisite requirements for individual units. Entry into the qualification is via completion of Certificate II in Business or relevant vocational experience. This course requires the completion of 13 units as described in the next section.

Employment Prospects

Upon successful completion of this qualification, students will be able to perform roles such as accounts clerk, office administrator, or receptionist.

Further Training Opportunities

This qualification can form part of an Australian Apprenticeship pathway. Opportunities exist for further studies in Certificate IV and Diploma of Business Administration courses.

Course Structure

CORE UNITS (Two)

BSBOHS201A	Participate in OHS processes
BSBITU307A	Develop keyboarding speed and accuracy

ADMINISTRATION UNITS (Minimum of Seven)

BSBFIA302A	Process payroll
BSBFIA303A	Process accounts payable and receivable
BSBADM307B	Organise schedules
BSBITU302A	Create electronic presentations
BSBITU303A	Design and produce text documents
BSBITU304A	Produce spreadsheets
BSBITU306A	Design and produce business documents
BSBITU309A	Produce desktop published documents
BSBWRT301A	Write simple documents

GENERAL UNITS

BSBCUS301A	Deliver and monitor a service to customers
BSBDIV301A	Work effectively with diversity
BSBFIA301A	Maintain financial records
BSBADM311A	Maintain business resources
BSBINM301A	Organise workplace information
BSBINN201A	Contribute to workplace innovation
BSBCMM301A	Process customer complaints
BSBITU301A	Create and use databases
BSBOHS407A	Monitor a safe workplace

BSBSPRO301A	Recommend products and services
BSBSUS201A	Participate in environmentally sustainable work practices
BSBWOR204A	Use business technology
BSBWOR301A	Organise personal work priorities and development

ELECTIVES (Maximum of Four)

The remaining electives may be chosen from any of the previous administration or general units listed, the BSB07 Business Services training package, or another endorsed training package specific to your workplace. A maximum of two electives may be selected from a Certificate II or Certificate IV qualification. Other training packages available at AVTES are:

- Retail
- Hospitality

If you are interested in choosing units out of any of these training packages, you will need to consult your trainer for specific options to determine the units best suited to your industry.

Employability Skills

This qualification also encompasses general employability skills required by the business industry including **Communication, Teamwork, Problem Solving, Initiative and Enterprise, Planning and Organising, Self-Management, Learning and Technology.**

