

## BSB40507 Certificate IV in Business Admin

This qualification provides the skills and knowledge to provide leadership and guidance to others using well developed administrative skills and a broad administrative knowledge base. 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. 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 III in Business or Business Administration or relevant vocational experience. This course requires the completion of 10 units as described in the next section.

### Employment Prospects

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

### Further Training Opportunities

Opportunities exist for further studies in Diploma of Business and Business Administration courses.

## Course Structure

### ADMINISTRATION UNITS (Five)

BSBFIA401A	Prepare financial reports
BSBADM405B	Organise meetings
BSBADM406B	Organise business travel
BSBINM401A	Implement workplace info systems
BSBITU401A	Design and develop complex text documents
BSBWRT401A	Write complex documents

### GENERAL UNITS (Minimum of One)

BSBCUS401A	Coordinate implementation of customer service strategies
BSBCUS402A	Address customer needs
BSBEBU401A	Review and maintain a website
BSBFIA402A	Report on financial activity
BSBADM407B	Administer Projects
BSBADM409A	Coordinate business resources
BSBITS401A	Maintain business technology
BSBMKG413A	Promote products and services
BSBMKG414A	Undertake marketing activities
BSBOHS407A	Monitor a safe workplace
BSBREL401A	Establish networks

BSBINM401A	Implement workplace information systems
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### ELECTIVES (Maximum of Four)

Electives may be chosen from any of the previous general units listed, the BSB07 Business Services training package, or another endorsed training package specific to your workplace. A maximum of one elective may be selected from a Certificate III or Diploma 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.**

