

Course Overview

This qualification provides the skills and knowledge to provide leadership and guidance to others using well developed skills and a broad knowledge base. All training is within the Australian Qualification Framework (AQF) and is therefore a nationally recognised qualification.

Course Fees

Course fees consist of \$2,750 for tuition, plus resources.

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 proven 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 administrator or project officer.

Further Training Opportunities

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

Course Structure

CORE UNITS (One)

BSBOHS407A Monitor a safe workplace

GENERAL UNITS (Minimum of Five)

BSBCUS401A Coordinate implementation of customer service strategies

BSBCUS402A Address customer needs

BSBCUS403A Implement customer service standards

BSBFIA402A Report on financial activity

BSBADM405B Organise meetings

BSBADM409A Coordinate business resources

BSBINN301A Promote innovation in a team environment

BSBITU401A Design and develop complex text documents

BSBLED401A Develop teams and individuals

BSBMKG413A Promote products and services

BSBMKG414A Undertake marketing activities

BSBWRT401A Write complex documents

ELECTIVES (Maximum of Four)

Electives may be chosen from any of the previous "General" units listed; or another endorsed Training Package specific to your workplace. A maximum of one elective may be selected from a Certificate III or Diploma qualification. Some examples of other training packages available with 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.**

