

## Course Overview

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.

## Course Fees

This course is funded by the Victorian Government. Tuition fees and resource fees apply. See our fees & charges policy for more information.

## 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 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 office administrator, executive assistant or accounts supervisor.

## Further Training Opportunities

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

## Course Structure

### ADMINISTRATION UNITS (Five)

|            |   |
|------------|---|
| BSBFIA401A | Prepare financial reports                 |
| BSBADM405B | Organise meetings                         |
| BSBADM406B | Organise business travel                  |
| BSBITU401A | Design and develop complex text documents |
| BSBWRT401A | Write complex documents                   |

### GENERAL UNITS

|            |  |
|------------|--|
| BSBCUS401A | Coordinate implementation of customer service strategies |
| BSBCUS402A | Address customer needs                                   |
| 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                  |

### ELECTIVES (Maximum of Five)

Electives may be chosen from any of the previous "General" units listed. A maximum of four electives may be chosen from 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.**

