



BUSINESS

BSB40515 - Certificate IV in Business Administration

COURSE SUMMARY

This qualification is suited to a range of individuals who use well-developed administrative skills and a broad knowledge base in a wide variety of administrative contexts. They apply solutions to a defined range of unpredictable problems, and analyse information from a variety of sources. They may provide leadership and guidance to others.

CAREER OUTCOMES

Accounts Supervisor
Executive/Personal Assistant
Project Assistant
Office Administrator

HOW TO APPLY

Online at: www.skillinvest.com.au
By Phone: Skillinvest Metro 1300 135 008
Skillinvest Regional 1300 308 620

DURATION (GUIDE ONLY)

Class Delivery
Part time: NA / Full time: NA
Traineeship/Apprenticeship
Part time: 48 Months / Full time: 24 months

FEES AND CHARGES

Refer to the Fees & Charges link on the Skillinvest website (www.skillinvest.com.au)

DELIVERY METHOD

Workplace / Flexible Delivery

QUALIFICATION REQUIREMENTS

To meet the packaging rules and attain the qualification, a total of 10 units must be completed, when selecting units:

- 5 elective units from Group A
- 5 elective units from Group A or Group B, or any currently endorsed training package at the same qualification level

ENTRY REQUIREMENTS

There are no prerequisites for this qualification.

This training is delivered with Victorian and Commonwealth funding. Individuals with a range of abilities and backgrounds are encouraged to apply.





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ELECTIVE UNITS - Group A

BSBADM405	Organise Meetings
BSBADM406	Organise Business Travel
BSBITU401	Design and Develop Complex Text Documents
BSBITU402	Develop and Use Complex Spreadsheets
BSBITU404	Produce Complex Desktop Published Documents
BSBWRT401	Write Complex Documents

ELECTIVE UNITS - Group B

BSBCUS401	Coordinate Implementation of Customer Service Strategies
BSBCUS402	Address Customer Needs
BSBADM409	Coordinate Business Resources
BSBINN301	Promote Innovation in a Team Environment
BSBCM401	Make a presentation
BSBMKG413	Promote products and services
BSBMKG414	Undertake marketing activities
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements

** Unit selection should be discussed with your training provider to successfully customise a package to meet industry needs

