



# BUSINESS

## BSB40515 Certificate IV in Business Administration - Traineeship

### 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.

### POSSIBLE CAREER OUTCOMES

Accounts Supervisor  
Executive/Personal Assistant  
Project Assistant  
Office Administrator

### DURATION (GUIDE ONLY)

Up to 2 -4 years

Duration will vary and is dependent on workplace arrangements

### DELIVERY METHOD

Traineeship

### ENTRY REQUIREMENTS

There are no prerequisites for this qualification

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



### HOW TO APPLY

Call Skillinvest 1300 135 008

### FEES AND CHARGES

Refer to the Fees & Charges on our Skillinvest website ([www.skillinvest.com.au](http://www.skillinvest.com.au))

### QUALIFICATION REQUIREMENTS

To receive this qualification you must complete 10 elective units, including 5 elective units from Group A plus 5 elective units from Group A or B.

Unit selection will be made in consultation with the student and the employer



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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
BSBCMM401	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