



## Certificate IV in Business Administration (BSB40507)

### Course Overview

The Certificate IV in Business Administration course is designed for people who already have existing clerical/office skills and who wish to gain supervisory skills to work in administration management. It is ideal for those people for whom administration and management are the central focus of their role. These people already provide business administration support but may also manage small administration teams.

### Qualification

Upon successful completion of this course participants will be awarded the nationally recognised qualification Certificate IV in Business Administration (BSB40507).

### Course Requirements

10 units of competency must be completed including 5 units from the administration stream and 5 elective units. Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

CORE UNITS (Complete all 5 units)	
Code	Unit Title
BSBADM405B	Organise meetings
BSBITU401A	Design and develop complex text documents
BSBWRT401A	Write complex documents
BSBINM401A	Implement workplace information system
BSBITU402A	Develop and use complex spreadsheets

ELECTIVE UNITS (Complete all 5 units)	
Code	Unit Title
BSBINN301A	Promote innovation in a team environment
BSBCMM401A	Make a presentation
BSBITS401A	Maintain business technology
BSBOHS407A	Monitor a safe workplace
BSBCUS401A	Co-ordinate implementation of customer service strategies

The above elective units are a guide only. Our experienced and highly qualified training staff will be able to conduct a Training Needs Analysis and indicate elective units appropriate to the individual's vocational aspirations.

### **Vocational Outcomes**

Graduates of this qualification can look forward to a career as Office Manager, Administration Manager, Executive Assistant, Office Administrator, Team Leader, Accounts Supervisor or Project Assistant.

### **Develop your Employability Skills**

The development of Employability Skills is integrated into the delivery and assessment of this qualification. Employability Skills are skills that apply across a variety of jobs and life contexts. There are eight Employability Skills: communication, teamwork, problem solving, initiative and enterprise, planning and organising, self-management, learning, and technology. The Employability Skills Summary lists the elements of each skill that have been identified for this qualification. The summary can be downloaded from <http://employabilityskills.training.com.au/>

### **Delivery Strategy**

Customised Training offers a variety of delivery options including classroom based and on-the-job, allowing participants the freedom to complete this qualification at their own pace under the guidance of one of our trainers. Participants will also be required to complete written assessment tasks.

### **Prerequisites**

No formal learning is required for this qualification; however participants are to be employed in a position relevant to the qualification or will need to arrange a suitable practical placement.

### **Learning Pathway**

Customised Training encourages you to continue learning through either formal or informal pathways. Informal ways of learning include finding a mentor, becoming a member of your industry association or participating in short courses. The formal pathway for this qualification is the Diploma of Business (BSB50207) or you may want to consider a higher education degree or diploma. A helpful career website to refer to is [www.myfuture.gov.au](http://www.myfuture.gov.au)

### **Recognition of Prior Learning/ Recognition of Current Competency**

Recognition of Prior Learning/ Recognition of Current Competency enable a participant to receive recognition for the current skills, knowledge and experience they possess regardless of where the learning was obtained. These skills can be gained from:

- Previous study
- Work experience
- General life experience
- Prior qualifications and/or results

RPL/RCC ensures the knowledge and skills previously gained are applied to the qualification criteria. RPL/RCC can assist in identifying what training may be required to complete the qualification, avoiding any unnecessary training.

Participants are encouraged to discuss possible RPL/RCC application prior to commencement of training

**For more information, please contact CTCS today.**