



Interested in increasing your business administration employment opportunities?

Certificate IV in Business Administration BSB40515

About the course

This course will provide a sound knowledge and skill base for your business and administrative career. You will gain a broad range of skills which includes using computer applications, customer service, creating business documentation, as well as working effectively within a team. This course can be delivered as both part of a traineeship or as a non trainee.

Who should attend?

Existing or potential staff who will be able to provide administrative or operational support.

Possible job roles could be	Assessment	Delivery Modes
<ul style="list-style-type: none"> ○ Accounts payable and receivable clerk ○ Executive assistant ○ Receptionist ○ Office administrator ○ Administration Officer ○ Assistant Project Officer 	<p>Assessment is ongoing during the program and includes undertaking workplace specific activities. The assessments consist of Q&A, project, practicals, and observations. This is completed partially within the classroom with an expectation of approximately additional 3 hours per week of self-paced study.</p>	<p>Delivery for this course is available in multiple modes.</p> <p>Our preferred and most popular deliver mode:</p> <p><i>Virtual Classroom:</i> every 3 weeks, 3 hour classes with a trainer and other learners. Log into the virtual classroom platform.</p>
<p>Recognition of Prior Learning (RPL)</p> <p>RPL is available for each unit of competency based on relevant workplace experience, formal training or other expertise. Recognition will involve submission of evidence.</p>	<p>Access and Equity</p>	<p><i>Classroom:</i> weekly or fortnightly classes held in our offices.</p> <p><i>Traineeships:</i> trainees will undertake either of the above options, in addition to 4 workplace visits within a 12 month period.</p>
<p>Course Fees</p>	<p>Duration</p>	<p>*In specific cases, other tailored options may be available.</p>
<p>Fees are variable subject to eligibility for Government subsidised training. Please contact us for more information.</p>	<p>The minimum duration is 11-12 months depending on current skills, knowledge and previous experience.</p>	

For more information, please visit our website
www.integritybusinesscollege.com

Integrity Business College Australasia Pty Ltd (RTO # 21739)
Level 4, Suite 401B, 198 Harbour Esplanade, Docklands VIC 3008
Adelaide: 217 Flinders Street, Adelaide SA 5000

1300 731 451

Prerequisites and pathways for the qualification

There are no entry requirements for this qualification but participants are subjected to a pre-training review to confirm suitability. Possible qualification after successful completion is Certificate IV in Business Administration.

Requirements to receive the Certificate IV in Business Administration

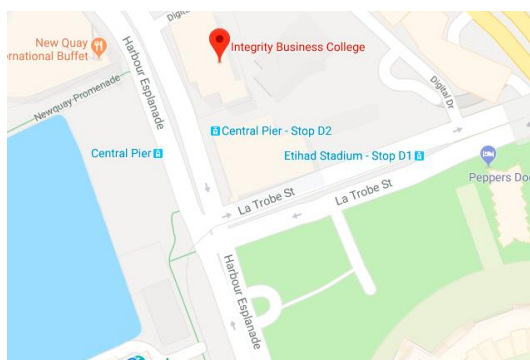
This qualification requires the demonstration of competency in a minimum of 10 units.

Potential Units Covered

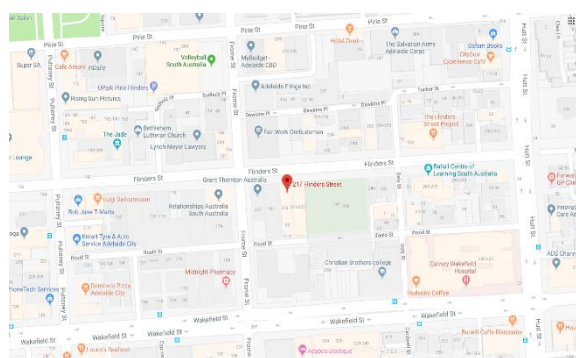
- BSBWHS401 Implement and Monitor WHS Policies, Procedures and Programs
- BSBITU402 Develop and Use Complex Spreadsheets
- BSBADM407 Administer Projects
- BSBITU401 Design and Develop Complex Text Documents
- BSBREL401 Establish Networks
- BSBINM401 Implement Workplace Information Systems
- BSBRSK401 Identify Risk and Apply Risk Management Processes
- BSBFIA401 Prepare Financial Reports
- BSBHRM405 Support the Recruitment, Selection and Induction of Staff
- BSBRES401 Analyse and Present Research Information
- BSBITS401 Maintain Business Technology
- BSBWRT401 Write Complex Documents
- BSBCMM401 Make a Presentation
- BSBMGT403 Implement Continuous Improvement
- BSBFIA402 Report on Financial Activity
- BSBITU404 Produce Desktop Published Documents

Locations

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