

# BSB40515

## Certificate IV in Business Administration



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.



NATIONALLY RECOGNISED TRAINING

### Entry Requirements

There are no entry requirements.

Must be employed in a relevant position if undertaking through a traineeship program.

### Course Requirements

10 elective units of competency are required to complete this qualification.

This qualification has a 24 month term for full-time employees and a 36 month term for part-time employees under a traineeship arrangement.

### Recommended course structure\*

Code	Title	Core/Elective
BSBADM405	Organise meetings	Elective
BSBFIA401	Prepare financial reports	Elective
BSBINM401	Implement workplace information system	Elective
BSBITU401	Design and develop complex text documents	Elective
BSBWRT401	Write complex documents	Elective
BSBCUS402	Address customer needs	Elective
BSBINN301	Promote innovation in a team environment	Elective
BSBITS401	Maintain business technology	Elective
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	Elective
BSBSUS301	Implement and monitor environmentally sustainable work practices	Elective

\*Please speak to one of our Training Consultants about alternative units available.

### Pathways

After achieving this qualification, individuals could progress to a range of Diploma level qualifications within the Business Services Training Package, including BSB50215 Diploma of Business.

## Job Roles

Possible job roles in this qualification are;

- Accounts Receivable Clerk
- Accounts Payable Clerk
- Clerk
- Data Entry Operator
- Junior Personal Assistant
- Office Administration Assistant
- Office Administrator
- Word Processing Operator

Further details on Qualifications and Job Pathways are available from Australian Apprenticeships Training Information Service website: [www.aatinfo.com.au](http://www.aatinfo.com.au), click on search then select your State and Industry.

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