



Certificate IV in Business (Administration) BSB40120

About the course

This qualification includes units designed to expand your career opportunities in mid-level business administration. It also allows you to develop a wide array of business skills, aiding in your pursuit of a promotion or a career transition. In this course, you will learn to design and produce complex documents and spreadsheets, manage a project, apply critical thinking skills and implement customer improvement.

Who should attend?

This qualification is suited to those working as administrators and project officers they may provide leadership and guidance to others with some limited responsibility for the output of others.

Possible job roles could be	Assessment	Possible Delivery Modes
○ Administrator ○ Executive assistance ○ Customer Service Manager ○ Administration Supervisor ○ Project Officer	Assessment is ongoing during the program and includes undertaking workplace specific activities. The assessments consist of Q&A, projects, practicals, and observations. This is completed partially within the classroom with an expectation of approximately additional 3 hours per week of self-paced study.	Delivery for this course is available in multiple modes. Our preferred and most popular deliver mode: <u>Virtual Classroom:</u> 3-hour classes every fortnight or 3 weeks, with a trainer and other students. Requires logging into the virtual classroom platform. <u>Physical Classroom:</u> fortnightly classes held in our offices. <u>Traineeships:</u> In addition to choosing one of the options mentioned above, trainees will also participate in up to four progress check-ins over a 12-month period. *In specific cases, other tailored options may be available.
Recognition of Prior Learning (RPL)	Access and Equity	
RPL is available for each unit of competency based on relevant workplace experience, formal training or other expertise. Recognition will involve submission of evidence.	Integrity Business College encourages participants who have disabilities to apply.	
Course Fees	Duration	
Fees are variable subject to eligibility for Government subsidised training. Please contact us for more information.	The minimum duration is 11-12 months depending on current skills, knowledge and previous experience.	

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

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 Diploma in Business or Management.

Requirements to receive the Certificate IV in Business (Administration)

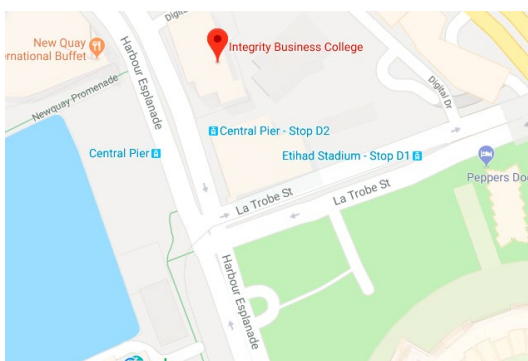
This qualification requires the demonstration of competency in a minimum of 12 units.

Potential Units Covered

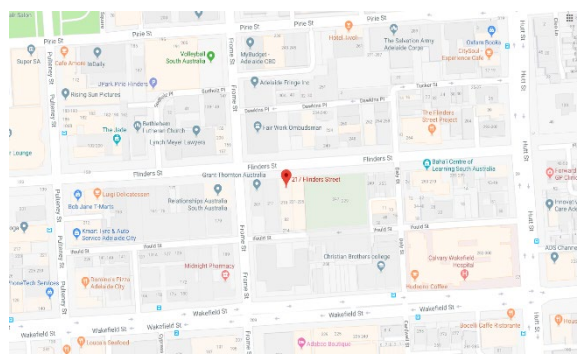
- BSBPEF402 - Develop personal work priorities
- BSBWRT411 – Write Complex documents
- BSBWHS411 – Implement and monitor WHS policies, procedures and programs
- BSBXCM401 – Apply communication strategies in the workplace
- BSBTEC401 – Design and produce complex documents
- BSBPEF401 – Manage personal health and wellbeing
- BSBTEC402 – Design and produce complex spreadsheets
- BSBTEC404 – Use digital technologies to collaborate in a work environment
- BSBPMG430 – Undertake project work
- BSBTWK401 – Build and maintain business relationships.
- BSBOPS306 – Record stakeholder interactions
- BSBCRT411 – Apply critical thinking to work practices

Locations

Level 4, Suite 401B
198 Harbour Esplanade, Docklands, 3008



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