



## BSB40507 Certificate IV in Business Administration

### Course Description

This qualification reflects the role of individuals who take the first line of management in a wide range of administrative contexts. They may have existing qualifications and technical skills in any given vocation or profession, yet require skills or recognition in supervisory functions. Typically they would report to a manager.

### Qualification Rules

**Total number of units = 10**

**5 administration units** plus

**5 elective units**

At least **1** of the **elective units** must be selected from the remaining administration units, the elective units listed below or from an equivalent level qualification within the BSB07 Business Services Training Package.

The remaining **4 elective units** may be selected from the elective units listed below, the BSB07 Business Services Training Package or any other currently endorsed national Training Package. If not listed below, 1 unit may be selected from either a Certificate III or Diploma qualification.

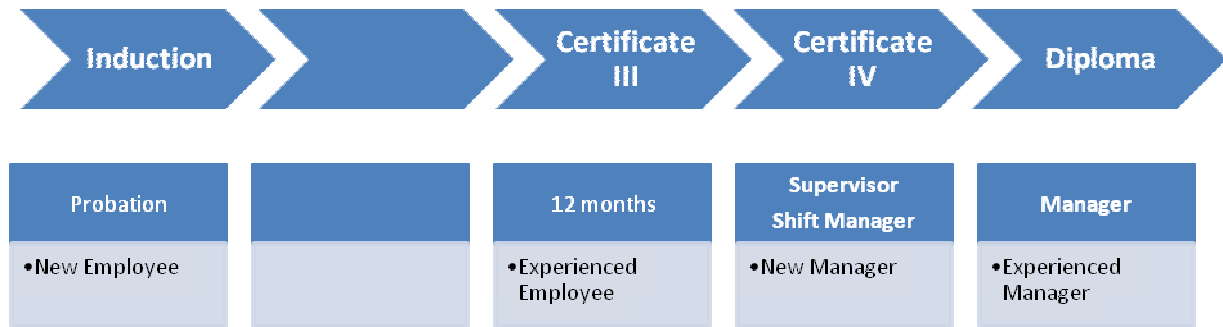
### Subjects

Choose from the following subjects in designing a course that suits your needs:

Core units (choose 5)	Elective units (choose 5)
BSBFIA401A Prepare financial reports	BSBINM401A Implement workplace information system
BSBADM405B Organise meetings	BSBCUS401A Coordinate customer service strategies
BSBINM401A Implement workplace information system	BSBINN301A Promote innovation in a team environment
BSBITU401A Design and develop complex text documents	BSBFIA402A Report on financial activity
BSBITU402A Develop and use complex spreadsheets	BSBCUS402A Address customer needs
BSBWRT401A Write complex documents	BSBREL401A Establish networks
	BSBOHS407A Monitor a safe workplace
	BSBMKG413A Promote products and services

## Qualification based career pathways

A key aspect of our delivery involves utilising vocational qualifications for both recognising the skills of your staff and developing their skills as they grow and move through your organisation. We develop qualification based career pathways for the ongoing development of your staff. An example is shown:



## Delivery

Delivery options for this course are:

**Individual one-on-one sessions:** 2 hour structured session, delivered on a face to face basis at your workplace, or off-site.

**Programs (6-9 Session Workshop Delivery):** 3-4 hour sessions conducted every 4 weeks, with 2 one hour face to face individual session at your workplace to enhance assessment and provide greater individual understandings of the competencies in the workplace. With the course covering topics over a 6 month period, participants are more able to reflect and apply lessons into the workplace.

**Recognised Prior Learning (RPL):** feel that you already have the skills covered in any of our qualifications or units of competence? RPL is a process to recognise your current skills.



## **Existing Worker Traineeships: Government assistance to pay for your training!**

Traineeships have been designed for new or existing employees of any age who do not have extensive experience or formal qualifications. Some of your existing staff may be eligible to undertake a traineeship to complete our accredited courses -

The federal government Employer Incentive Assistance is:

**\$4,000 per staff member**

**Please discuss your needs and eligibility with Ben Fleming 0401 732 186**

### **Price**

Our website price for this course is:

***\$2,860 (for individuals)***

***\$2,400 (for groups of 4 or more)***

***\$3,500 (combined with Certificate III in Business Administration – for groups)***

The current price for RPL of the qualifications is:

**\$1,100**

Payment plans allow expenditure to be spread across the term of the qualification.

Students undertaking the Certificate III can be assessed as a dual qualification to attract funding using existing worker traineeships.

### **The Next Step**

***To enrol in this course click on the enrolment form.***

Alternatively, and for further information, contact Seed Skills via email at [admin@seedskills.com](mailto:admin@seedskills.com)

