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# Certificate IV in Business Administration BSB40507

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## Description

This qualification reflects the role 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 and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for output of others. Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include: Accounts Supervisor; Executive Personal Assistant; Office Administrator; Project Assistant.



## Qualification Pathways

There are no prerequisite requirements for individual units of competency.

Candidates may enter into the qualification through a number of entry points demonstrating potential to undertake vocational education and training at certificate level, including:

- after achieving the BSB30407 Certificate IV in Business Administration or other relevant qualification/s OR
- providing evidence of competency in the majority of units required for the BSB30407 Certificate III in Business Administration or other relevant qualification/s OR
- with some vocational experience in providing administrative or operational support to individuals and/or teams but without a formal business administration qualification.

After achieving the BSB40507 Certificate IV in Business Administration, candidates may undertake the BSB50407 Diploma of Business Administration, for those wishing to develop specialised technical or theoretical management skills, or a range of other Diploma qualifications.

## Qualification Rules

5 Administration Units + 5 Elective Units = 10 Units

## Training & Recognition of Current Competencies (RCC)

Much of the training is delivered on-the-job through reading, interacting with colleagues and completing useful project work. You only need to attend off-the-job training if a competency cannot be acquired at the workplace. You may already have many of the skills required to qualify for this qualification. There is no need to be trained in things you can already do. NDA will assess current skills and give recognition for relevant competencies.

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### Choose 5 Administration Units from the list below:

BSBADM401B	Produce complex texts from shorthand notes
BSBADM405B	Organise meetings
BSBADM406B	Organise business travel
BSBADM411A	Produce complex texts from audio transcriptions
BSBFIA401A	Prepare financial reports
BSBINM401A	Implement workplace information system
BSBITA401A	Design databases
BSBITU401A	Design and develop complex text documents
BSBITU402A	Develop and use complex spreadsheets
BSBITU404A	Produce complex desktop published documents
BSBWRT401A	Write complex documents

### Choose 5 Elective Units from the list below or any other currently endorsed Training Package:

BSBADM407B	Administer projects
BSBADM409A	Coordinate business resources
BSBCMM401A	Make a presentation
BSBCUS401A	Coordinate implementation of customer service strategies
BSBCUS402A	Address customer needs
BSBEBU401A	Review and maintain a website

BSBFIA402A	Report on financial activity
BSBINN301A	Promote innovation in a team environment
BSBITS401A	Maintain business technology
BSBMED401B	Manage patient recordkeeping system
BSBMKG413A	Promote products and services
BSBMKG414A	Undertake marketing activities
BSBOHS407A	Monitor a safe workplace
BSBREL401A	Establish networks
BSBRES401A	Analyse and present research information
BSBRSK401A	Identify risk and apply risk management practices
BSBSUS301A	Implement and monitor environmentally sustainable work practices

If not listed above 1 unit may be selected from either a Certificate III or Diploma qualification.