



Mount Isa Institute of TAFE

# Fact Sheet

## BSB40507 – Certificate IV in Business Administration- RPL

### What career options do I have?

The Certificate IV in Business admin shows those 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 the output of others.

### What will I learn?

As part of the RPL process, you will be able to fill any small gaps in knowledge you have for these areas.

### What qualification will I receive?

Certificate IV in Business Administration or a Statement of Attainment for competencies achieved.

### Where will I train?

Mount Isa or through remote RPL

### How long will the training take?

The duration of the RPL process will vary depending on the current depth of your experience and access to workplace evidence.

### How will the training take place?

Self-paced remote or evening classes on campus using textbooks and some digital content as appropriate.

### What assessment methods will be used?

Most of the RPL is through professional conversation, though we may also ask for third party reports, workplace visits and documents.

### Is there anything I need to bring?

Evidence you feel covers the units you are trying to gain. The application forms will give you a guideline for these.

### Am I eligible?

Prior to enrolment consider contacting the Skills First unit to discuss the possibilities. Your call will assist in matching your preferences to entry and exit points in a qualification. Consideration will be given to your academic and/or work histories. Previous work experience and/or study will be useful and literacy and numeracy levels required are quite high. Students lacking these skills may need to complete a bridging course first.

### When can I start?/How do I apply?

Contact the Client Information Centre for details.

### Can I go onto further training?

Successfully complete Certificate IV in Business Administration and you may gain recognition of your studies towards a Diploma of Business.

### What else might I find useful?

Financial assistance with fees may be available through concessions, or via 'Time to Pay' payment plan. This and other information such as Student Support, Study and Library Assistance, Student Responsibilities, is found in the Mount Isa Institute of TAFE Student Guide/ Handbook.

As a student, you are able to receive extra help with your study and learning skills from learning support staff. If you feel you need this type of support at any time during your study please do not hesitate to ask, and arrangements can be made.

### Where can I find more information?

Contact our friendly Client Information Centre staff on 4744 9999.

### What is the program structure?

**Total number of units = 10**

**5 administration units plus**

**5 elective units**

The units listed below are those available through Mt Isa TAFE

#### Core administration units

BSBADM401B	Produce complex texts from shorthand notes
BSBADM405B	Organise meetings
BSBADM406B	Organise business travel
BSBITU401A	Design and develop complex text documents
BSBITU402A	Develop and use complex spreadsheets
BSBITU404A	Produce complex desktop published documents
BSBWRT401A	Write complex documents

#### Elective Units

BSBCUS401A	Coordinate implementation of customer service strategies
BSBCUS402A	Address customer needs
BSBADM407B	Administer projects
BSBADM409A	Coordinate business resources
BSBINN301A	Promote innovation in a team environment
BSBCMM401A	Make a presentation
BSBITS401A	Maintain business technology
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 processes

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