

## Certificate IV in Business Administration BSB40507

This is a nationally recognised qualification, focusing on a wide range of skills required by senior administration staff in any business. The Local Government Training Institute has developed this program to offer flexibility with ongoing support. To gain this certificate, participants can combine recognition of their current work-related skills and knowledge with structured training and assessment to enhance their capabilities in areas important to their organisation and their career.

It is anticipated that all participants will be working within an organisation where they will be able to practice the skills being developed.

### **Duration**

It will normally take 1 year to complete the learning and assessment for this qualification.

### **Course Delivery and Support**

Participants can undertake this program in the workplace through either a “flexible delivery” or a correspondence program. The program mode will be agreed on before participants commence.

#### ***Option 1: Flexible Delivery***

Participants undertake this qualification in their workplace. They receive appropriate support and assistance from qualified trainers at the Local Government Training Institute, such as coaching in the work environment and/or face-to-face training.

At the start of the program, participants are given learner’s guides, reading materials, work based projects, self-assessment checklists and appropriate assessment tasks.

They are contacted regularly by the Local Government Training Institute staff to offer support and maybe visited in the workplace to monitor their progress and assess their skills. Phone and email support is available at all times.

#### ***Option 2: Training undertaken in the workplace using learning materials provided by LGTI***

With the Correspondence Program, participants receive all of the resources and phone / email support as mentioned for the flexible delivery program. However, all support, assessment and monitoring are at a distance (ie. not face to face).

### **Incentives**

Incentives may be available for eligible staff as a New-Entrant or Existing Worker Traineeship. Further details on available incentives are available from an Apprenticeships Centre in your area, for information and contact details visit <http://www.australianapprenticeships.gov.au>.

### **Fees payable to Local Government Training Institute**

Please contact the Business Development Team for more details on the fees applicable for this course.

## **Local Government Training Institute**

4 Sandringham Ave Thornton NSW 2322 AUSTRALIA  
PO Box 3137, Thornton NSW 2322 AUSTRALIA  
Telephone: +61 2 49 222 333 Facsimile: +61 2 4966 0655  
Email: [reception@lgti.com.au](mailto:reception@lgti.com.au)

**[www.lgti.com.au](http://www.lgti.com.au)**

## Units of Competency

Participants must successfully complete 10 Units to obtain this qualification. Participants can tailor their program to suit their individual learning requirements, organisation or industry, as long as the combination of units contributes to improving on their work outcome.

***Their electives must include at least:***

### **5 Specialist Administration Units**

Such as:

BSBITU404A	Produce complex desktop published documents
BSBADM405A	Organise meetings
BSBADM407A	Administer projects
BSBFIA401A	Prepare financial reports
BSBITU402A	Develop and use complex spreadsheets

### **And 5 Elective Units**

Such as:

BSBWOR404A	Develop work priorities
BSBREL401A	Establish networks
BSBLED401A	Develop teams and individuals
BSBRES401A	Analyse and present research information
BSBFIA402A	Report on financial activity
BSBOHS407A	Monitor a safe workplace

**4 of these elective units can be chosen from a wide range of other options**, in areas such as human resources, assessment and workplace training, record keeping, marketing and Local Government.

## ***Sample Pathway***

### *Personal Assistant*

Emma works as a Personal Assistant to a General Manager of a Council. Her role is varied but includes the traditional duties of: preparing various documents such as reports, memos, newsletters, organising meetings, conferences and organising travel. Emma would like the opportunity to expand her work tasks but to also get recognition for the skills that she has acquired. The following elective units from the Certificate IV Business Administration training package may be appropriate for this pathway.

BSBADM405B	Organise meetings
BSBADM407B	Administer projects
BSBWOR401A	Establish effective workplace relationships
BSBCUS401A	Coordinate implementation of customer service strategies
BSBLED401A	Develop teams and individuals

## **How to obtain further details and apply for the course**

For further details and an enrolment package, please contact the Business Development Team on 02 4922 2333 or email [reception@lgti.com.au](mailto:reception@lgti.com.au).

## **Local Government Training Institute**

4 Sandringham Ave Thornton NSW 2322 AUSTRALIA  
PO Box 3137, Thornton NSW 2322 AUSTRALIA  
Telephone: +61 2 49 222 333 Facsimile: +61 2 4966 0655  
Email: [reception@lgti.com.au](mailto:reception@lgti.com.au)

**[www.lgti.com.au](http://www.lgti.com.au)**