

## 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, web-based activities, 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 are 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 of \$4,000 may be available for eligible staff under an 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>.

For people who undertake this certificate as part of a new-entrant or existing worker traineeship in NSW, the training may be partly funded by the NSW Government in partnership with the Australian Government.

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

- ✓ For new staff who are eligible for the New Entrant Traineeship incentives, a fee of \$1,500 (GST Free) will be payable
- ✓ For staff that are not eligible, a fee of \$2500 (GST Free) will apply.



## Local Government Training Institute

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## 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:

Client Liaison and Support Officer

Ph: 4922 2342

[rochellet@lgti.com.au](mailto:rochellet@lgti.com.au)

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