

Certificate IV in Business Administration BSB40507

Jigsaw Consulting Group has built an excellent reputation in providing nationally accredited training courses in business administration and business management, medical administration and medical management. We understand that our clients are looking for options and flexibility within training. Our success has been built on a delivery approach of personalised training that meets the needs of our client and the individual.

The Certificate IV in Business Administration 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 the output of others.

Delivery Method

Jigsaw Consulting Group offer one-to-one training at your workplace, group sessions or regular workshops held in our training room. We ensure that our training delivery is flexible and designed to the needs of you and your employer (if applicable). This course is a competency based training program and as such the duration of the course is to be determined on individual levels of current competence and RPL. However, expect to take around a month per module for most of our courses.

Career outcomes

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Receptionist
- Office Administrator
- Secretary
- Executive Personal Assistant
- Account Supervisor

Investment

Jigsaw Consulting Group offer flexible payment options for all their accredited training.

Please note: Government Funded incentives may be available for you or your staff.

**To find out more information on the Certificate IV in Business Administration, Phone
Jigsaw on 1300 943 438.**

The **Certificate IV in Business Administration** requires the completion of **10 elective units**.

5 of the elective units must be selected from the **Group A** elective units listed below.

The remaining 5 elective units may be selected from the **Group B** elective units listed below, or any currently endorsed Training Package or accredited course at the same qualification level. If not listed below, **1 elective unit** may be selected from a Certificate III or Diploma qualification. Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

BSBITU307A Develop keyboarding speed and accuracy cannot be selected as an elective unit for this qualification.

Group A Units

- BSBFIA401A Prepare financial reports
- BSBADM405B Organise meetings
- BSBITU401A Design and develop complex text documents
- BSBITU402A Develop and use complex spreadsheets
- BSBWRT401A Write complex documents

Group B Units

- BSBCUS401A Coordinate implementation of customer service strategies
- BSBCUS402A Address customer needs
- BSBADM409A Coordinate business resources
- BSBMKG413A Promote products and services
- BSBOHS407A Monitor a safe workplace
- BSBREL401A Establish networks