

EXCEL TRAINING

REDEFINING PERFORMANCE



BSB40515

Certificate IV in Business Administration

WHY EXCEL TRAINING

Excel Training's business model is to design and deliver courses based on employer requirements and specifications.

Courses are developed in partnership with employers to ensure qualifications are built and implemented to meet industry, employer and employee needs. This means, no courses are developed the same and employers do not receive a generic program.

Excel Training's range of qualifications have been endorsed by employers and are frequently validated to ensure they are up-to-date and industry responsive.

COURSE CONTENT

The Certificate IV in Business Administration requires your employees to complete 10 units of competencies to achieve a full certificate. Skill and knowledge outcomes include:

- Advanced business document developed
- Business scheduling and information management
- Coordination of business resources and knowledge management systems
- Advanced office administrative coordination

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 information from a variety of sources.

TIME IS MONEY

Excel Training works with employers and employees to customise the most relevant qualification.

We offer assessment options including Recognition of Prior Learning (RPL), work based evidence collection (portfolio and workplace documents), and observation assessments to assist employees in providing the relevant evidence based on skill and knowledge competencies developed in the actual workplace.

Individualised delivery and assessment strategies are developed based on actual needs and requirements of both employees and employers to ensure cost effectiveness and time efficiency is achieved.

QUICK FACTS

Duration:	12 months
Entry Requirements:	Nil
Delivery Modes:	Include but not limited to; online, distance learning, on the job, face-to-face workshops
Course Cost:	Price available on request- multiple enrolments greater than 3 in one workplace may attract a fee reduction
Employer Incentives*:	May be available - *subject to eligibility as determined by an Australian Apprenticeship Centre

* This qualification is currently available under the Australian Apprenticeship/Traineeship Scheme.

The Excel logo, consisting of the word "Excel" in a white, sans-serif font on a red square background.

RTO CODE: 1044

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