



## BSB40515 Certificate IV in Business Administration



This qualification is suited to a range 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. They may provide leadership and guidance to others.

NSW Smart & Skilled fees will apply for eligible students for this qualification.

This qualification is also available as a Traineeship



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### Units of Competency

BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBMKG413	Promote products and services
BSBITU402	Develop and use complex spreadsheets
BSBADM405	Organise meetings
BSBFIA401	Prepare financial reports
BSBADM409	Coordinate business resources
BSBITU401	Design and develop complex text documents
BSBWRT401	Write complex documents
BSBINN301	Promote innovation in a team environment
BSBMKG414	Undertake marketing activities



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contact us for more information

Please contact the college for more information

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