Quality Training Solutions
Registered Training Organisation

Certificate IV in Business Administration
BSB40507
Quality Training Solutions

Quality Training Solutions (QTS) is a Registered Training Organisation (RTO), delivering nationally recognised courses. All courses and services are designed with flexible learning in mind and are tailored to meet the developmental needs of employers and individual students.

The quality of an education and training provider can be measured by the standard of its curriculum, the excellence of its academic staff, the strength of its industry partners and ultimately the success of its graduates. QTS’s education technology platform enables students to fit study within their busy schedules by allowing them to study when and where they like. This flexible learning technology also facilitates direct access to academic teaching staff and support services.

Our **Vision** is to be recognised as one of the leading business education and training providers in Australia and the Asia Pacific region.

Our **Mission** is to deliver quality education and training programs that gives our students the chance to create a positive future for themselves in the form of employment, career advancement and pathways to further education and self-development.

**Why Study with QTS?**

- Participants have the freedom to study where they like and when they like, progressing at their own pace
- Our courses enable participants to apply their learning to their workplace and/or life experience
- Our courses are nationally recognised
- Participants can combine self-paced learning with trainer support. Our trainers are experienced industry professionals who will support students in their progress through their course
- Our courses are competency based
- Our courses are inclusive of training materials
- Participants can continue working while studying
- Our courses lead to a nationally recognised qualification, which is accepted by training providers and employers across Australia
- Our courses can be completed within 6 - 12 months, less if you commit the time
Certificate IV in Business Administration

BSB40507

Overview

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.

Through the Certificate IV in Business Administration participants will develop a wide range of administration skills which apply in all business environments. Participants are encouraged to select units to create a qualification which suits their own interests and employment and career goals.

Online or Distance learning allows students the flexibility of completing their course at their own pace, at times to suit work and other life commitments. Avoiding commutes, classrooms and rigid timetables are just a few good reasons to undertake distance learning. Students can "attend" a course at anytime, from anywhere.
Qualification Details:

Cost: Please contact the friendly staff at QTS for more information about qualification cost. Please note, payment plans are available.

Phone: 1300 946 309 or 07 5593 8333
Email: admin@qts.edu.au

Potential Career Outcomes:
- Accounts supervisor
- Executive personal assistant
- Office administrator
- Project assistant

Delivery Mode:
- Online
- Distance (workbooks and assessments sent via post)
- Recognition of Prior Learning

Course Duration: 18 months max

Student Support: Both phone and email support is provided throughout enrolment

Nationally Recognised: Yes

Pathways: Previous completion of the Certificate III in Business Administration or similar, or experience in an administrative or operational role without the formal qualification.

Entry Requirements: Minimum age for entry into this qualification is 16 years. If under 18 years enrolment form must be signed by a parent or guardian.

Resource Requirements: Students must have access to a computer. Students will also need access to the following
  o Internet
  o Printer
  o Scanner
  o Macromedia Flash Player
  o Adobe Acrobat Reader
Unit Descriptions:

This qualification requires 10 units, consisting of 5 administration units, plus 5 elective units.

ADMINISTRATION UNITS

BSBFIA401A Prepare financial reports
- Maintain asset register
- Record general journal entries for balance day adjustments
- Prepare final general ledger accounts
- Prepare end of period financial reports

BSBADM405B Organise meetings
- Make meeting arrangements
- Prepare documentation for meetings
- Record and produce minutes of meeting

BSBITU401A Design and develop complex text documents
- Prepare to produce word processes documents
- Design complex documents
- Add complex tables and other data
- Produce documents

BSBITU402A Develop and use complex spreadsheets
- Prepare to develop spreadsheet
- Develop a linked spreadsheet solution
- Automate and standardise spreadsheet operation
- Use spreadsheets
- Represent numerical data in graphic form

BSBITU404A Produce complex desktop published documents
- Prepare to produce desktop published documents
- Design desktop published documents
- Create desktop published documents
- Finalise desktop published documents
- Produce desktop published documents

ELECTIVE UNITS

BSBCUS402B Address customer needs
- Assist customer to articulate needs
- Satisfy complex customer needs
- Manage networks to ensure customer needs are addressed

BSBRSK401A Identify risk and apply risk management processes
- Identify risks
- Analyse and evaluate risks
- Treat risks
- Monitor and review effectiveness of risk treatment/s
BSBMKG413A Promote products and services
- Plan promotional activities
- Coordinate promotional activities
- Review and report on promotional activities

BSBWH401A Implement and monitor WHS policies, procedures and programs to meet legislative requirements
- Provide information to the work team about WHS policies and procedures
- Implement and monitor participation arrangements for the managing WHS
- Implement and monitor the organisations procedures for providing WHS training
- Implement and monitor organisational procedures and legal requirements for identifying hazards and assessing and controlling risks
- Implement and monitor organisational procedures for maintaining WHS records for the team

BSBINN301A Promote innovation in a team environment
- Create opportunities to maximise innovation within the team
- Organise and agree effective ways of working

BSBREL401A Establish networks
- Develop and maintain business networks
- Establish and maintain business relationships
- Promote the relationship

BSBFIA402A Report on financial activity
- Compile financial information and data
- Prepare statutory requirement reports
- Provide financial business recommendations

BSBRES401A Analyse and present research information
- Gather and organise information
- Research and analyse information
- Present information
Enrol Today!

Enroling into the Certificate IV in Business Administration through QTS is a quick and easy process.

To enrol, simply go to the QTS website at www.qts.edu.au and click ‘Enrol Now.’
Here you will be able to access the QTS participant handbook and enrolment form. Please complete the enrolment form and either email it to admin@qts.edu.au or post it to the following address

Quality Training Solutions
PO BOX 92
Miami
QLD 4220

If you require any additional information or assistance then please don’t hesitate to contact our friendly staff on 1300 946 309 or email admin@qts.edu.au

Other Qualifications Available Through QTS Include:

Certificate III in Business
Certificate III in Business Administration
Certificate IV in Business
Certificate IV in Frontline Management
Certificate IV in Small Business Management
Certificate IV in Human Resources
Certificate IV in Bookkeeping
Diploma of Business
Diploma of Management