



Certificate IV in Business (Financial Administration) BSB40120

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have supervisory performance accountabilities.

Individuals in these roles carry out a mix of specialist and moderately complex administrative or operational tasks that require self-development skills. They use well-developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems and analyse information from a variety of sources.

Job roles:

- School Support Officer
- Legal Officer
- Administrator
- Senior Receptionist
- Senior Project Officer
- Customer Service Representative

To gain the Qualification – 12 Units must be completed consisting of 6 core and 6 elective units. There is an opportunity for students to select from a group of electives, which will be discussed on enrolment. Both elective units marked with * must be completed.

Course duration: 12 – 24 months

Core Units

BSBCRT411	Apply critical thinking to work practices
BSBTEC404	Use digital technologies to collaborate in a work environment
BSBTWK401	Build and maintain business relationships
BSBWHS411	Implement and monitor WHS policies, procedures and programs
BSBWRT411	Write complex documents
BSBXCM401	Apply communication strategies in the workplace

Elective Units

* BSBPEF401	Manage personal health and wellbeing
* BSBPEF502	Develop and use emotional intelligence
BSBFIN301	Process financial transactions
BSBFIN302	Maintain financial records
BSBFIN401	Report on financial activity
BSBHRM416	Process payroll
FNSACC312	Administer subsidiary accounts and ledgers
FNSACC411	Process business tax requirements
FNSACC412	Prepare operational budgets
FNSTPB402	Establish and maintain payroll systems

The NSW Department of Education has recognised our organisation as a High Performing Provider

Traineeship – this course can be undertaken as a traineeship
Smart and Skilled funding - upon eligibility this training is subsidised by the NSW Government

Australian
Qualifications
Framework



Contact us for more information:

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