



Candidate Information and Application Forms

BSB40507 Certificate IV in Business Administration

You give this information to the candidate for them to read about the RPL process and to complete the appropriate forms.

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What does it mean to complete the BSB40507 Certificate IV in Business Administration?

The BSB40507 Certificate IV in Business Administration reflects 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.

Job Roles

- Accounts Supervisor
- Executive Personal Assistant
- Office Administrator
- Project Assistant.

Qualification Pathways

Entry requirements

There are no entry requirements for this qualification.

Pathways into the qualification

Preferred pathways for candidates considering this qualification include:

- BSB30407 Certificate III in Business Administration or other relevant qualification/s
- OR
- vocational experience in providing administrative or operational support to individuals and/or teams but without a formal business administration qualification.

Examples of indicative job roles for candidates seeking entry based upon their vocational experience include:

- Accounts Receivable Clerk
- Accounts Payable Clerk
- Clerk
- Data Entry Operator
- Junior Personal Assistant
- Medical Records Officer
- Receptionist
- Office Administration Assistant
- Office Administrator
- Word Processing Operator.

This breadth of expertise would equate to the competencies required to undertake this qualification.

Pathways from the qualification

After achieving this qualification candidates may undertake:

- BSB50407 Diploma of Business Administration.

Licensing, Legislative, Regulatory or Certification Considerations

There is no direct link between this qualification and licensing, legislative and/or regulatory requirements. However, where required, a unit of competency will specify relevant licensing, legislative and/or regulatory requirements that impact on the unit.

Tips and hints to help you prepare for recognition

To have skills formally recognised in the national system, assessors must make sure you have the skills and knowledge to meet the industry standard. This means you must be involved in a careful and comprehensive process that covers the content of all unit/s or qualification/s you can be recognised for.

Assessment happens in a variety of ways. Being prepared can save you valuable time and hassle and make the recognition process stress-free for you.

Here are some tips and hints for you:

Be prepared to talk about your job roles and your work history. Bring a resume or jot down a few points about where you have worked, either paid or unpaid, and what you did there.

Bring your position description and any performance appraisals you have from any training and assessment centres you have worked in.

Consider the possibilities for workplace contact. Are you in a workplace that is supporting your goal to get qualified? Would you feel comfortable to have the assessor contact your workplace or previous workplaces so your skills can be validated?

Think about who can confirm your skill level. Think about current or recent supervisors who have seen you work in the past 18 months and will be able to confirm your skills. The assessor will need to contact them. You may also have community contacts or even clients themselves who can vouch for your skill level.

Collect any certificates from in-house training or formal training you have done in the past.

You can speak with your training organisation about other ways you can show your skills in the vocational training and education industry. These could be letters from employers, records of your professional development sessions, employers or clients in related industries or government agencies, acknowledgements, workplace forms (as long as they don't show client details) or other relevant documents.

Steps in the RPL process

Step 1 – Provide information of your skills and experience

Complete the attached forms and provide as much information of your previous experience in the training and assessment or VET industry as you can. This is your first opportunity (and not the last) to provide proof of your variety of experience in the industry. Here you can supply examples of your work history which could include:

- brief CV or work history
- certificates/results of assessment
- certificates/results of assessment – interstate/overseas
- certificates/results of assessment – universities
- results/statement of attendance/ certificates – vendor training courses
- results/statement of attendance/ certificates – in house courses
- results/statement of attendance/ certificates – workshops, seminars, symposiums, etc
- (If Defence Personal, RAAF, Army or Navy) Copy of PM Keys showing Course attended, qualifications received, posting and rank promotions.
- industry awards
- membership of relevant professional associations
- learning resources developed (including electronic forms: videos, MP4s, DVDs...)
- minutes of industry network meetings
- quality system documents
- audit reports and documents
- marketing information
- minutes of meetings where leadership and teamwork are evident
- attendance and enrolment forms
- diaries/task sheets/job sheets/log books
- feedback forms and comments
- references/letters from previous employers/supervisors
- hobbies/interests/special skills outside work
- any other documentation that may demonstrate industry experience (list)

You will also need to supply contact details of one or two work referees who can confirm your skills in the industry.

Step 2 – Conversation with Assessor

An assessor will review the information you have provided (usually with you) and begin to match up your skills to the units/subjects in the qualification. At this point, you will have the opportunity to discuss and identify your previous experience with the assessor who will understand your industry experience and conduct a competency conversation with you. You will be required to answer training and assessment related questions to identify your current skills.

Step 3 – Practical demonstration of your skills

The assessor will conduct a practical skills test at your workplace (if appropriate) or at another suitable venue. This, again, is an opportunity to demonstrate your level of competence. This assessment will be focussed on skills that are required in the qualification. Your assessor will identify the skills that he/she will want you to demonstrate.

Further steps

After the assessment, your assessor will give you information about the skills that have been recognised and whether you have gained the full qualification. If you do have skill gaps, these may be addressed through flexible training.

Cost

Administration Cost	\$	100
If applicant enrolls in the 12 units the Administration will not apply.		
Cost of RPL per unit	\$	140
Full Qualification without RPL.....	\$	1,450
Full Qualification with RPL.....	\$	900
Extra cost per unit for any required Gap Training	\$	110
(All training resources are included in the training costs. Gap training is done with E Learning)		

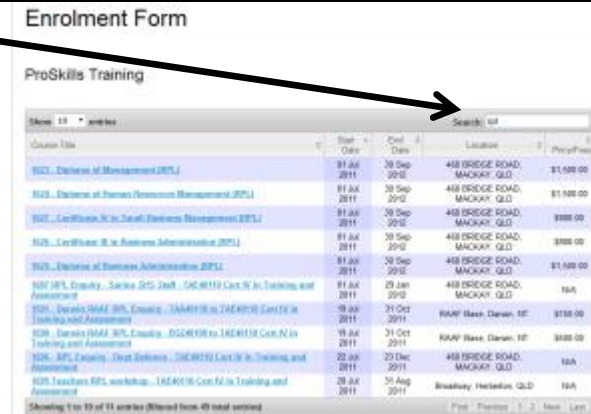
Skilling Solutions Queensland may pay \$500 towards your RPL

To Enrol or enquire go to
www.proskills.com.au

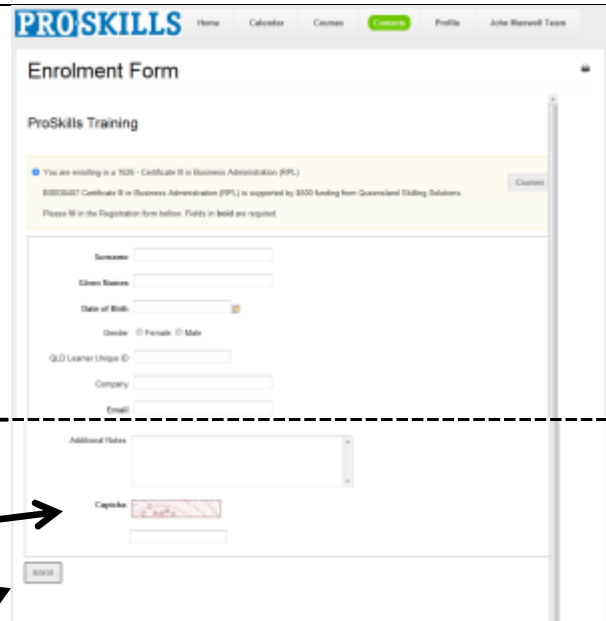


Click on Course List

In the SEARCH box type RPL then select the Qualification you want to Apply for RPL in.



Complete the Enrolment form.



When you are completing the Captcha note that this is a single digit number and then a simple word with the first lettered ad Captical

Once you have completed all details click on Enrol.

Employability Skills give you a general outline of what is required for the BSB40507 Certificate IV in Business Administration

The following table contains a summary of the Employability Skills required by industry for the BSB40507 Certificate IV in Business Administration. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Employability Skill	Industry requirements for this qualification include
Communication:	communicating with colleagues and customers to gather
	information about their needs and to provide services
	listening to and following complex oral instructions
	proofreading and editing
	writing clear and detailed instructions
Teamwork:	agreeing on the purpose and structure of documents, spreadsheets and databases with colleagues and clients
	collecting feedback from customers and colleagues
	coordinating and consulting with meeting participants
	referring queries to colleagues
Problem solving:	analysing document requirements and using online help, manuals and user documentation
	determining appropriate strategies to respond to user requests
	diagnosing customer service complaints and taking steps to improve the service
	making decisions about classification and storage of records
Initiative and enterprise:	designing complex documents, databases and spreadsheets
	evaluating tasks to improve efficiency
	suggesting improvements to the structure and design of existing systems
Planning and organising:	organising resources, equipment and time lines
	organising work schedules and meetings
	planning future business technology requirements
	planning task organisation to meet time lines
Self-management:	evaluating own performance and identifying areas for improvement
	managing time and ensuring ergonomic requirements are met
	planning and reviewing own work
	using judgement and discretion with confidential information
Learning:	actively participating in coaching and mentoring sessions to improve standards of service provision
	attending training/induction in the use of administrative systems
Technology:	maintaining existing business technology and planning for future requirements
	using business technology such as computers, word processing programs and printers

APPLICATION – Self Assessment Questionnaire
BSB40507 Certificate IV in Business AdministrationCandidate Name: _____ Date Completed: _____

How often do you perform the following?

Unit Code	Unit Title	I have performed these tasks		
		Frequently	Sometimes	Never
Core Units				
BSBFIA401A	Prepare financial reports			
BSBADM405B	Organise meetings			
BSBADM406B	Organise business travel			
BSBITU401A	Design and develop complex text documents			
BSBITU402A	Develop and use complex spreadsheets			
Select 5 elective units from the List below				
BSBCUS402A	Address customer needs			
BSBFIA402A	Report on financial activity			
BSBADM407B	Administer projects			
BSBADM409A	Coordinate business resources			
BSBOHS407A	Monitor a safe workplace			
BSBREL401A	Establish networks			
BSBRISK401A	Identify risk and apply risk management processes			

Candidate Signature: _____ Date: _____

Evidence required on how you:**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

BSBADM406B – Organise business travel

- Organise business itinerary for domestic and overseas travel
- Make travel arrangements
- Arrange credit facilities

BSBITU401A – Design and develop complex text documents

- Prepare to produce word processed 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

BSBCUS402A – Address customer needs

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

BSBFIA402A – Report on financial activity

- Compile financial information and data
- Prepare statutory requirement reports
- Provide financial business recommendations

BSBADM407B – Administer projects

- Plan project administration
- Coordinate project administration
- Finalise and review project administration

BSBADM409A – Coordinate business resources

- Determine resource requirements
- Acquire and allocate resources
- Monitor and report on resource usage

BSBOHS407A – Monitor a safe workplace

- Provide information to the workgroup about OHS policies and procedures
- Implement and monitor participative arrangements for the management of OHS
- Implement and monitor the organisation's procedures for providing OHS training
- Implement and monitor procedures for identifying hazards and assessing risks
- Implement and monitor the organisation's procedures for controlling risks
- Implement and monitor the organisation's procedures for maintaining OHS records for the team

BSBREL401A – Establish networks

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

BSBRSK401A – Identify risk and apply risk management processes

- Identify risks
- Analyse and evaluate risks
- Treat risks
- Monitor and review effectiveness of risk treatment/s

RPL application form

Applicant Details:

1. Occupation you are seeking recognition in		
2 Personal Details		
Surname		
Preferred Title (Mr, Mrs, Ms, Miss)		
First Name/s		
Any other name used		
Home Address		
Postal address if different from above		
Telephone Numbers	Home:	Work:
	Mobile:	Fax:
Date of Birth	/ /	
Gender	MALE / FEMALE	
Age		
Are you a permanent Resident of Australia	YES / NO	
3 Current Employment		
Are you currently employed?	YES / NO	
If yes. Position currently in.		
Employer	
If Yes, in which occupation are you currently employed?		
Who is your current employer?		
4. Armed Forces details (If Applicable)		
Branch of Service		
Trade classification on discharge		

5. Further Training	
Have you undertaken any training courses related to the occupation applied for?	YES / NO
If Yes	
What occupation were you trained in?	
Training completion Date (month, year)	
Country where you trained	
Name of course and institution (if applicable)	
6. Is there any further information you wish to give in support of your application?	
7. Professional Referees (relevant to work situation)	
Name Position Organisation Phone Number Mobile Number Email Address	
Name Position Organisation Phone Number Mobile Number Email Address	
Name Position Organisation Phone Number Mobile Number Email Address	
Name Position Organisation Phone Number Mobile Number Email Address	

Applicant Employment History Form

Name, Address and Phone number of Employers	Period of Employment (DD/MM/YYYY)		Position Held	Full Time Part-time Casual	Description of Major Duties
	From	To			
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Attach additional sheet if required

If you are including documents in your application, please provide a brief description below

Supporting evidence	Tick the items you can provide	Year completed	Office Use Only – assessor to use this section to align documents to specific units of competency and identify key questions for competency conversation
Brief CV or Work History			
Certificates/Results of Assessment			
Certificates/Results of Assessment – interstate/overseas			
Certificates/Results of Assessment – universities Results/Statement of Attendance/ Certificates – vendor training courses			
Results/Statement of Attendance/ Certificates – in house courses			
Results/Statement of Attendance/ Certificates – workshops, seminars, symposiums, etc			
Results/Statements of Attendance/ Certificates – club courses e.g. first aid, Surf Life Saving			
Industry awards			
Membership of relevant professional associations			

Notes

Our Mission:

- 1. We add value to someone everyday**
- 2. Everyday we will smile**

To enquire for a course with ProSkills Pty Ltd
go to web page:

www.proskills.com.au

or phone 07 4953 1588

Go to our Web page to see how we can help your Career

