Do you want the flexible vocation working in wide range of industries or do you just want to develop administration skills?

The Certificate IV in Business Administration is designed for those who want to be administrators or managers in a range of industries. All organisations and industries need administrators and managers! This enables you to work within a large organisation or as a self-managed contractor in the industries that most interest you.

How you will learn
You can work your way through this qualification along an organised step by step path. This can be done through a mix of work books and on line, with recognition of your prior experience and learning (RPL) where applicable. There is personalised attention from your teacher by phone and email all the way through your qualification whether it be by RPL or through the study option.

This is an excellent opportunity for those who already have some skills in business administration to apply for part, or the whole of the qualification through Recognition of Prior Learning – RPL.

Career opportunities
Graduates will complete the program with skills and knowledge recognised by business professionals in small and large organisations across a wide range of industries.

Pathways to further learning
Graduates can undertake further study in a range of other qualifications such as Certificate IV in Accounting to become a Double Certificate Graduate. There is overlap between these qualifications which helps and the additional units round your qualifications out to broaden your opportunities. Graduates can also move to a higher qualification such as the Diploma of Business Administration. This includes some credits for units already achieved.

Duration
This course usually takes one year, but students can complete it in less time if they choose to accelerate their learning. The maximum timeframe is 2 years. Students with experience in the area and qualifying for Recognition of Prior Learning (RPL) can complete in a matter of weeks.

Kirra Young  - AQI Student: “AQI is really attentive. My teacher knows exactly where I am at and is always responsive to my questions. I do not have to go anywhere – I can just pick up the phone or email to get support.”
Entry Requirements
There are no specific entry requirements for this certificate. Students who have English as a Second Language must have an IELTS score of 5.5 or equivalent.

Program units
To obtain this qualification at AQI, students will complete ten units.

- BSBADM502 Manage meetings
- BSBADM504 Plan and implement administration systems
- BSBADM506 Manage business document design and development
- BSBPMG522 Undertake project work
- BSBFIM502 Manage payroll
- BSBWOR501 Manage personal work priorities and professional development
- BSBCCM401 Make a presentation
- BSBHRM506 Manage Recruitment, Selection and Induction

Where students have already completed similar units or have experience and skills in a relevant area they may receive recognition – i.e. they will not need to study these units. AQI are specialists in Recognition of Prior Learning RPL and will focus on this as we develop your Training Plan.

Course fees
The Certificate IV in Business Administration is priced competitively at $1,893 for full study and $893 for Recognition of Prior Learning (RPL).

National Recognition
This qualification is nationally recognised and taken from the Australian BSB Business Services Training Package.

Recognition of Prior Learning
Do you already have experience? Recognition of Prior Learning (RPL) takes into account the knowledge and skills you have already gained through your previous education and work. You can earn credit for this qualification if you have completed relevant formal or informal trainings, paid work or voluntary placements or if you can demonstrate the skills required. For further details email andrea@aqi.edu.au.

AQi Staff
All AQI staff are qualified teachers. We employ all teachers and no sales staff. We are here to educate.

For more information check our website www.aqi.edu.au
For a conversation, email Andrea at andrea@aqi.edu.au
To apply, email your CV to Andrea at enquiries@aqi.edu.au
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