Get down to business and broaden your career!

This qualification 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.

Location/S
Online

Duration
Online: Varies

Course delivery options

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<th>WORKLOAD</th>
<th>LOCATION</th>
<th>DELIVERY</th>
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Entry requirements
Course Entry Requirements
Apprenticeships and traineeships combine

...more online

Resources required
No specific resources are required to successfully complete this course.

It is recommended that students have access to a reliable internet connection to

...more online

Key dates
For key start dates for each location visit the online brochure for this course (under the course details tab).

tafeeastcoast.edu.au/course/15099

What are my payment options?
For more information about the costs associated with undertaking an apprenticeship, please give us a call.

...more online

Outcome
BSB40507 Certificate IV in Business Administration - Traineeship

Job prospects
- Office Manager

Accurate as at 29 March 2016. For the latest information see:
tafeeastcoast.edu.au/course/15099

ARE YOU READY TO TAKE THE NEXT STEP ON YOUR PATH TO GREAT?

Enrol today to secure your spot in this course.

RTO 0275
CRICOS 03020E
Units

To achieve this qualification you will need to complete:
Core Competencies: 0
Elective Competencies: 10

Disclaimer

Not all electives available at all campuses