



UNITS OF COMPETENCY

COMPULSORY UNIT (1 UNITS)

BSBOHS407A Monitor a safe workplace

EXAMPLE ELECTIVE SELECTION (9 ELECTIVES)

BSBCUS401A Coordinate implementation of customer service strategies

BSBCUS402A Address customer needs

BSBFIA402A Report on financial activity

BSBADM405B Organise meetings

BSBADM409A Coordinate business resources

BSBMGT403A Promote products and services

BSBINN301A Promote innovation in a team environment

BSBWOR401A Establish effective workplace relationships

BSBITU401A Design and develop complex text documents

MANY MORE ELECTIVE OPTIONS—TALK TO US FOR MORE INFORMATION

RECOGNITION OF PRIOR LEARNING (RPL)

Talk to us about gaining credit towards this qualification through the recognition of your existing skills, knowledge, previous studies or work and life experiences

ABN: 20132057384

Delivery Options

- ✓ Traineeships for New Staff
- ✓ Traineeships for Existing Staff
- ✓ Strategic Skills Program (SSP) funded training for Existing Workers and Job Seekers
- ✓ Fee-for-service (full or part qualification)

Delivery methods

- ✓ On-the-job training in the workplace
- ✓ Recognition of Prior Learning
- ✓ Distance education
- ✓ Classroom training

Course Pre-requisites

Preferred pathways for candidates considering this qualification include:

- ✓ Completion of BSB30110 or BSB30107 Certificate III in Business OR another relevant business qualification
- ✓ **OR** have vocational experience in a supervisory role

About the Course

This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of 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 responsibility for the output of others.

Job Roles

Possible job titles relevant to this qualification include:

- ✓ Administrator
- ✓ Project Officer
- ✓ Office Supervisor
- ✓ Personal Assistant



Work Savvy Pty Ltd
NTIS ID 91778