People with skills in administration are in demand in every industry. Start your career path with one of our training programs and gain a business qualification to enhance your employment prospects in a range of professions. Students will design and produce documents, organise workplace information and personal work priorities, maintain financial transactions, write simple documents.

**Delivery:**
- Classroom
- External
- Online
- Traineeship (12 months)

**Duration:**
Duration will vary depending on the delivery mode selected, however, as a guide the contact hours for classroom based delivery is 1-2 days per week over 6 - 12 months with self paced study required between sessions.

**Future pathways:**
Data entry, General clerk, Payroll officer, Typist.

**Completion of 1 core and 11 electives are required to Gain this qualification.**

**Core Units:**
- BSBWHS302 Apply knowledge of WHS legislation in the workplace

**Suggested Electives:**
- BSBADM311 Maintain business resources
- BSBINN301 Promote innovation in a team environment
- BSBINM301 Organise workplace information
- BSBITU301 Create and use databases
- BSBITU303 Design and produce text documents
- BSBITU304 Produce spreadsheets
- BSBPRO301 Recommend products and services
- BSBWOR301 Organise personal work priorities and development

**Entry Requirements:**
Preferred pathway is with the completion of Certificate II Business and successful completion of an initial assessment.