Succeed at a senior level in business administration

Our BSB40515 Certificate IV in Business Administration on the job training program will help you acquire the necessary abilities to succeed at a senior level in business administration across a range of industries. Skills include supervising an office, making administrative decisions and supervising and advising colleagues and your team.

MEGT Institute provides flexible training in our employer-clients’ workplaces across most of Australia, structured to meet students’ and employers’ needs.

Practical skills
You will develop skills in managing, administering and coordinating, including functions, meetings, events, travel, computer use and customer service strategies.

Employment Outcomes
• Project Officer
• Administrator
• Executive Assistant
• Sr. Admin. Officer
• Office Manager

<table>
<thead>
<tr>
<th>Delivery Mode</th>
<th>Location</th>
<th>Study Mode</th>
<th>Start Date</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workplace</td>
<td>ACT, NSW, QLD, SA, TAS, VIC, WA</td>
<td>Full time, Part time</td>
<td>Contact us</td>
<td>12 to 24 months</td>
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</table>
## Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is a process where a student may be granted credit or partial credit towards a qualification in recognition of skills and knowledge gained through work experience, life experience and/or formal training. MEGT Institute offers all students the opportunity to apply for Skills Recognition at enrolment in the course.

## Entry requirements

No minimum education entry requirements. Students must complete a study skills assessment for basic literacy and numeracy. MEGT Institute require students enrolling in this workplace-based course to be employed in a business environment performing a range of business duties and are supervised and supported in the workplace.

## Training and assessment methods

Students receive access to engaging, interactive course content and coaching and mentoring by a qualified MEGT Institute facilitator. A combination of assessment tasks including written reports and projects will be utilised for assessment. We also value the role of the workplace in the assessment process and ask supervisors to provide feedback on the students' abilities via an easy to complete third party report.

## Fees and funding

For the latest information on our course fees please visit our website [megtinstitute.edu.au/fees](http://megtinstitute.edu.au/fees). There are different types of Government funding available to assist you when you are studying. These vary from state to state. Eligibility criteria apply.