

RECRUITMENT • TRAINING • APPRENTICESHIPS • TRAINEESHIPS



Westvic Staffing Solutions is offering a unique opportunity to complete a **DUAL qualification** in:

Cert IV in Front Line Management (BSB40807)

*and*

Cert IV in Business Administration (BSB40507)



Ideal for employees who provide leadership and guidance to others and take responsibility for the effective functioning and performance of the team and its outcomes. Employees who use well developed administration skills and a broad knowledge base in a wide variety of administrative contexts should also enquire.

**2010 COURSE DATES:**

*All training days are Thursdays & Friday 9.30am - 4.30pm*

March 11th & 12th

April 22nd & 23rd

June 3rd & 4th

July 15th & 16th

Aug 19th & 20th

Oct 7th & 8th

**For more information contact Alisha Cameron on  
5561 9000 during office hours**

If you are aged 15–24 years or a Retrenched Worker or Existing Worker wanting professional development, you *may* be eligible for Government Funded Training.

To find out more contact our office

This training may be delivered with  
Victorian Government funding



Westvic Staffing Solutions  
171 Lava Street, Warrnambool  
[www.westvic.org.au](http://www.westvic.org.au)

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**Creating pathways to rewarding careers for over 25 years**



## Cert IV Dual Qualification - Program Outline

### 10 UNITS:

BSBRSK401A	Identify risk and apply risk management processes
BSBWRT401A	Write complex documents
BSBADM405B	Organise meetings
BSBINM401A	Implement workplace information system
BSBITU401A	Design and develop complex text documents
BSBITU402A	Develop and use complex spreadsheets
BSBWOR402A	Promote team effectiveness
BSBOHS407A	Monitor a safe workplace
BSBMGT401A	Show leadership in the workplace
BSBMGT402A	Implement operational plan

Using a combination of core and elective units from both qualifications, participants only require completion of the above 10 units to achieve dual recognition for both:

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