Got the Skills?
Get the Recognition for course 17808
Business Administration (Certificate IV)

You don’t need to study what you already know! The skills, knowledge and experience you have gained from your previous learning, work experience and life in general may be taken into account. This is called recognition.

To apply for credit in one or more units you must clearly show that you have the equivalent and relevant skills, knowledge and experience of the unit or group of units.

Complete the relevant unit forms below, include your evidence and attach the Enrolment Adjustment Recognition form. Place this on top of your completed application as a cover sheet.

Keep a copy of all completed forms for your records.

Recognition for Unit of Competency forms

BSBWOR404A - Develop work priorities
BSBLED401A - Develop teams and individuals
BSBADM405B - Organise meetings
BSBITU304A - Produce spreadsheets
BSBWRT401A - Write complex documents
BSBADM406B - Organise business travel
BSBADM407B - Administer projects
BSBITU401A - Design and develop complex text documents
BSBITU402A - Develop and use complex spreadsheets
BSBCUS401A - Co-ordinate implementation of customer service strategies

Can’t find the form you are looking for or need more help? Contact the Recognition Desk