



## BSB40515 Certificate IV in Business Administration

**Course currency status:** Current on [www.training.gov.au](http://www.training.gov.au)

### **Course description:**

This qualification reflects the role of individuals who apply a broad range of administrative competencies in varied work contexts, using some discretion and judgment. They may provide technical advice and support to a team. They may or may not provide leadership and guidance to others with some limited responsibility for the output of others. They apply solutions to a defined range of unpredictable problems, and analyze information from a variety of sources. This course is designed for students who are not involved in a traditional traineeship and will be involved in both theory and practical training in a full time capacity to gain the qualification.

### **Duration:**

Delivery is recommended that this program be scheduled to be delivered over 26 weeks of full time study where 22 weeks are academic weeks – 15 hours per week of scheduled class time each week. This takes into account Public holiday periods such as Christmas & Easter and School holiday breaks.

This will be achieved by scheduling classes for 15 Hours per week over 22 weeks (face to face). This will be delivered by the following schedule:

2 days at 6 hours, 1 day at 3 hours

The other days of the week may be used for private study time and extra tuition, if required.

Self-study of 5 hours per week is expected from the student.

i.e: 5 hours \* 22 weeks = 110 hours.

The total volume of learning will be 330 hours + 110 hours = 440 hours.

An example is indicated below:

Term 1: Weeks 1 - 11

- Break for 2 weeks: Weeks 12 – 13

Term 2: Weeks 14 – 24

- Break for 2 weeks: Weeks 25 – 26



## Entry Requirements

- All students must be of the age of 18 years or over at the time of applying for admission.
  - Entry into this course requires successful completion of an Australian Year 12 qualification or equivalent. However, selection is not based purely on academic performance. Relevant work experience, work samples and other documentation submitted will be considered too.
  - In addition to meeting the academic requirements, applicants must demonstrate their competence in literacy and numeracy levels when enrolling into the course.
- or

Mature age students will also be considered without the minimum education requirements but with relevant work experience within chosen area of study and a demonstrated capacity to meet course requirements. A minimum of 5 years' experience would normally be expected but each case will be reviewed individually with relevant work experience evidenced by work reference letter on company letterhead, work samples and curriculum vitae submitted will be considered.

## Training Pathway

After achieving this qualification candidates may undertake qualifications at Diploma level or above in Business Administration training package.

## Employment Pathway

Graduates will be ready to improve workplace efficiency, use information systems and provide reliable office management. Certificate IV graduates assist professionals, managers and executives and provide a range of administrative and clerical services.



## Course Structure

Unit Detail	Type
BSBITU404 Produce complex desktop published documents	Elective
BSBITU402 Develop and use complex spreadsheets	Elective
BSBWRT401 Write complex documents	Elective
BSBCMM401 Make a presentation	Elective
BSBADM405 Organise meetings	Elective
BSBMKG413 Promote products and services	Elective
BSBPRO301 Recommend products and services	Elective
BSBPRO401 Develop product knowledge	Elective
BSBITU401 Design and develop complex text documents	Elective
BSBREL401 Establish networks	Elective

### Fee information

Application fee: \$250 (payable on submission of Application form one off charge only)  
 Course fee: \$3250  
 Materials fee: \$500 (payable during orientation)

### Total Course Fee: \$ 4000 only

#### Total Course fee payment schedule

\$4000 paid in two installments of \$ 2000 The first installment must be paid prior to commencement of the course. The second installment must be paid within two weeks of commencement of the second study period. 1 study period at BIOT = 1 term)