

BSB40515 Certificate IV in Business Administration

Course Overview:

The Certificate IV in Business Administration is suited to individuals who use well-developed administrative skills and a broad knowledge base in a wide variety of administrative contexts. They apply solutions to a defined range of unpredictable problems, and analyse information from a variety of sources.

They may provide leadership and guidance to others.

Face-to-Face Schedule:

- 8 x 1 day workshops scheduled approximately 2 weeks apart.
- The face-to-face program runs over approximately 5 months (plus term break).
- In addition, homework, reading and assessment tasks including work based activities are required. We recommend learners set aside 3-5 hours per week.
- For scheduled course dates please contact Alana Kaye on 1300 25 26 25 or email training@alanakaye.edu.au

Relevant Job Roles:

- Accounts Supervisor
- Executive Personal Assistant
- Office Administrator
- Project Assistant

Distance Learning:

Distance learning students can choose their electives and timeframe for completion of training. Once these have been determined students will sign a My Qualification Plan.

Entry Requirements:

There are no entry requirements for this qualification. However, it is expected that students will have appropriate language, literacy and numeracy skills to complete the training and assessment requirements.

Recognition of Prior Learning (RPL):

You can apply for RPL if you have the knowledge and skills gained through work, formal study, volunteering, informal or formal training, social activities or general life experiences. If you feel that you may qualify for RPL, please contact our office for further information about the process to demonstrate your experience and knowledge.

Resources Required:

Students are required to have access to a computer (or use Alana Kaye's computer lab) to complete assessment tasks. Alana Kaye are conscious of the environment and where possible, provide resources and assessment in an electronic format. If possible, please bring a laptop to workshops. Distance learning students must have access to a computer, internet and skype.

Flexible Delivery Modes:

Alana Kaye provides a number of options for flexible delivery of qualifications. These include a variety of different methods of training such as face-to-face workshops, distance learning, Recognition of Prior Learning (RPL) or mixed delivery. Selection of elective units can also be tailored to individual requirements following discussions with the Alana Kaye team.

Government Funded Courses:

This course is currently subsidised by the Northern Territory Department of Trade, Business and Innovation for residents of the Northern Territory. Information on this funding can be accessed at <https://nt.gov.au/learning/adult-education-and-training/northern-territory-training-entitlement>

All students must pay the enrolment fee of \$300.00

Investment:

Enrolment Fee	\$300.00
Face-to Face Delivery	\$2,700.00
Distance Learning	\$2,200.00
Recognition of Prior Learning	\$1,400.00

Students are responsible for the purchase of text book/s relevant to this qualification. Payment plans available.

Inclusions:

- Course learning and assessment material (excluding text book/s)
- Coffee and tea
- Certification upon successful completion.

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Pathways:

Students may enter directly into the Certificate IV in Business Administration. If a student wishes they may study Certificate III in Business or Certificate III in Business Administration prior to entering this course. Graduates may choose to undertake higher level qualifications such as the Diploma of Business or Diploma of Business Administration.

Course Outline:

This qualification comprises of 10 units of competency (subjects).

Units of competency can be:

- Elective units –elective units are the units that you choose to be most suitable for your learning needs.

For our face-to-face workshops, we have chosen the elective units that we know are most beneficial and relevant to the majority of our students. These are the ones ticked below. If you would like to study different elective units, please contact Alana Kaye to discuss the options available for flexible delivery.

The BSB40515 Certificate IV in Business Administration has no core units and 10 elective units of which:

- 5 elective units must be selected from Group A units listed below
- 5 elective units may be selected from Group A or Group B units listed below, or any currently endorsed Training Package or accredited course at the same qualification level
- if not listed below, 1 unit may be selected from either a Certificate III or Diploma qualification.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Unit Code	Group A Elective Units	Face-to-face	RPL	Distance
BSBADM405	Organise meetings	✓	✓	✓
BSBADM406	Organise business travel	✓	✓	✓
BSBITU401	Design and develop complex text documents	✓	✓	✓
BSBITU402	Develop and use complex spreadsheets	✓	✓	✓
BSBWRT401	Write complex documents	✓	✓	✓
BSBFIA401	Prepare financial reports		✓	✓
BSBINM401	Implement workplace information system		✓	✓

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Unit Code	Group B Elective Units	Face-to-face	RPL	Distance
BSBADM407	Administer projects	✓	✓	✓
BSBADM409	Coordinate business resources	✓	✓	✓
BSBCUS402	Address customer needs	✓	✓	✓
BSBMKG413	Promote products and services	✓	✓	✓
BSBSUS401	Implement and monitor environmentally sustainable work practices	✓	✓	✓
BSBCMM401	Make a presentation		✓	✓
BSBCUS401	Coordinate implementation of customer service strategies		✓	✓
BSBMKG414	Undertake marketing activities		✓	✓
BSBREL401	Establish networks		✓	✓
BSBRES401	Analyse and present research information		✓	✓
BSBRISK401	Identify risk and apply risk management processes		✓	✓
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements		✓	✓

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Click on the enquire now button on our website to download an enrolment form. Please contact our office for further information about this course.