



BSB40515 Certificate IV in Business Administration

Course Overview

This qualification is suited to a range of individuals who use well developed administrative skills and have a broad knowledge base in a wide variety of administrative contexts. If you chose this qualification, you would apply solutions to a defined range of unpredictable problems, and analyse information from a variety of sources.

Although there are no formal entry requirements for this qualification, you must be an Australian Citizen, Permanent Resident or currently hold a suitable Study Visa. If you are a New Zealand citizen, you can complete this course but will need to provide an Australian address for certificate issuance. Additionally if you are a New Zealand citizen and study in Australia, you will need to provide a USI.

The first target group for this qualification is current practitioners who are seeking to upgrade their skills and knowledge to obtain a formal qualification. This group of candidates will normally consist of:

- Data Entry Operator
- Junior Personal Assistant
- Medical Records Officer
- Receptionist
- Office Administration Assistant
- Office Administrator
- Word Processing Operator.

The second target group for this qualification, is people new to the industry. This group of candidates could consist of:

- people looking for a career change
- people who need this qualification for employment purposes
- people seeking a formal qualification
- people with office experience seeking a formal qualification.

For more information on this qualification go to:
<http://training.gov.au/Training/Details/BSB40515>

Fees

- \$2,449 online for Fee for Service (other fees may apply if face-to-face training is outside of the Perth metro area) Payment Plans available.
- Traineeship fees for new workers is available via the Business Leadership Centre Website.

Nationally Recognised Qualifications

BSB30215
Certificate III Customer Engagement

BSB40315
Certificate IV Customer Engagement

BSB42015
Certificate IV Leadership and Management

BSB40515
Certificate IV in Business Administration

BSB41415
Certificate IV Work Health and Safety

BSB51915
Diploma Leadership and Management

Open Learning Courses

Project Management Basics

Emotional Intelligence

Supervisor Toolbox

Time Management

Safety for Supervisors

Effective Communication

Conflict Resolution

Negotiation Skills

Successful Presentations

Experienced Supervisors



Entry Requirements

There are no entry requirements for this qualification however, you will be expected to be able to:

- Access to the internet, computer, laptop or other mobile device to access the online learning portal
 - Access to a customer service environment either currently working or as a volunteer (your workplace will be assessed for suitability prior to confirmation of enrolment).
 - Access to Microsoft word and excel
 - Understand and be able to communicate in written and verbal English
 - Complete the pre-assessment (This ensures that you have the Language, Literacy and Numeracy skills to complete the course. Additionally, it helps us identify if you have any individual needs that we need to cater for).
- Course Delivery and Assessment Information.

Course Delivery and Assessment Information

Blended Delivery:

- This course is delivered and assessed **online, in the workplace** and with set days **in class** over a 12 month period
- You will need to be self-motivated
- Full support is provided by a qualified trainer and assessor with **monthly coaching calls**
- Each quarter you are required to attend a day in class to undertake practical training and assessment.
- All course material and assessment is provided through the BLC Learning Management System (LMS).
- Each week students would be expected to undertake 4-6 hours of study in order to progress through the course as intended, please note that this is only an indicator.

Course Units

Successful completion of this course requires completion of ten (10) elective units as listed below:

BSBADM405	Organise meetings
BSBADM406	Organise business travel
BSBITU401	Design and develop complex text documents
BSBITU402	Develop and use complex spreadsheets
BSBCUS401	Coordinate implementation of customer service strategies
BSBCUS402	Address customer needs
BSBMKG413	Promote products and services
BSBFIA401	Prepare financial reports

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BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements

BSBRES401 Analyse and present research information

On successful completion you will receive

A nationally recognised qualification - BSB40515 Certificate IV in Business Administration.

Students who do not successfully complete will be provided with a Statement of Attainment for units successfully completed.

Business/Administration Pathway

BSB60215 Advanced Diploma of Business

BSB50215 Diploma of Business
BSB50415 Diploma of Business Administration

BSB40215 Certificate IV in Business
BSB40515 Certificate IV in Business Administration

BSB30115 Certificate III in Business
BSB30415 Certificate III in Business Administration
BSB31115 Certificate III in Business Administration (Medical)
BSB31015 Certificate III in Business Administration (Legal)
BSB30515 Certificate III in Business Administration (International Education)
BSB30915 Certificate III in Business Administration (Education)

BSB20115 Certificate II in Business
Legal Transcription Skill Set
Medical Transcription Skill Set

Further Information

Please refer to the Learner Handbook regarding:

- Getting started
- Rights and Responsibilities
- Your Assessment
- Certification
- Policies.

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If you wish to discuss any issues not covered in the Learner Handbook, Qualification Outline or the Unit Outlines or any issues regarding your study such as special needs or learning assistance, please contact us on the below:

Location

Facility 3/271 Berkshire Road FORRESTFIELD WA 6058

admin@businessleadershipcentre.com.au

www.businessleadershipcentre.com.au

(08) 9376 2800

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