

# BSB40515

## CERTIFICATE IV

### IN BUSINESS ADMINISTRATION



#### OVERVIEW

This qualification reflects the role of individuals to work in supervisor-level roles in a business environment. To develop and build a broad range of knowledge and skills to provide solutions, analyse information from different sources and provide administrative support to the team in New South Wales.

This course can be delivered in a flexible program of classroom training and self-paced learning activities.

#### QUALIFICATION STRUCTURE

There are ten (10) units of competency to complete, comprising of ten (10) elective units of competency. Please see the next page for our standard BSB40515 Certificate IV in Business Administration program.

Keep in mind, one of our ARC representatives will be happy to discuss unit selection.

ARC Training offers the opportunity to go through a Recognition of Prior Learning (RPL) process. Please talk to an ARC Training representative about applying for RPL or a credit transfer.

#### Entry Requirements:

There are no entry requirements for this qualification. Student will be required to provide their USI and complete a language, literacy and numeracy test.

ARC Training has policies, procedures and information to help create a safe and healthy, culturally diverse, friendly and non-discriminatory learning environment.

#### Pathways

On completion of this qualification you may wish to further your education by enrolling in any of the following qualifications:

- ✔ BSB42015 – Certificate IV in Leadership and Management
- ✔ BSB51915 – Diploma of Leadership and Management

#### Where will the training take place?

Training and Assessment will take place:

**Classroom:** Training and assessment takes place in a classroom and involves discussions and activities.

**Self-directed learning:** Further study and assessment activities are done by participants in their own time.

**Assessment:** The methods in which students are assessed may include written questions, scenarios and observations.

#### What ARC Training provides?

We provide learning materials, assessment tools and a qualified trainer and assessor.

#### How long will the program run?

Students have up to 6 months to complete the course.

#### Possible job roles

- ✔ Administrative coordinator
- ✔ Receptionist
- ✔ Administrator

#### How much will it cost?

**Subsidised Training:** funding may be available for eligible participants under the NSW Smart and Skilled Program.

To be eligible for a subsidised place, you must be:

- ✔ an Australian Citizen, Australian Permanent Resident, Humanitarian Visa Holder or NZ Citizen
- ✔ 15 years old or over
- ✔ Living or working in NSW
- ✔ No longer be at school or equivalent.

*This training is subsidised by the NSW Government.*

#### Total student fee:

Exemption \$0 Concession \$240  
First Qualification \$1,580  
Subsequent Qualification \$1,850

---

## **BSB40515 CERTIFICATE IV IN BUSINESS ADMINISTRATION**

---

### **ELECTIVE**

<b>BSBWHS401</b>	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
<b>BSBCUS402</b>	Address customer needs
<b>BSBADM407</b>	Administer projects
<b>BSBADM405</b>	Organise meetings
<b>BSBADM409</b>	Coordinate business resources
<b>BSBINM401</b>	Implement workplace information system
<b>BSBITU401</b>	Design and develop complex text documents
<b>BSBITU402</b>	Develop and use complex spreadsheets
<b>BSBREL401</b>	Establish networks
<b>BSBWRT401</b>	Write complex documents

*Please note: electives may change, depending on organisational and student needs.*

### **Why participate in training?**

- To receive a nationally recognised qualification.
- To further develop your career.
- To formalise your skills and knowledge.
- To learn to perform your job easier and better.

### **Learning Support**

Students to have access to a Trainer/Assessor and the Student Services team to provide course and assessment support.