

COURSE CODE

BSB40515

COURSE

Certificate IV in Business Administration

ENROL TODAY

TAFENSW.EDU.AU or 131 601

WHY CHOOSE TAFE NSW?



Opens career doors. Our industry relationships lead many students directly into work with a range of employers including agencies, studios, galleries and fashion houses.



Global prospects. TAFE NSW graduates possess the technical knowledge, creative-thinking and specialised skills that are highly sought after by employers around the world.



State-of-the-art facilities. Purpose-built creative studios and industry standard software mean you will master the same tools of the trade as leading professionals.



Industry exposure. TAFE NSW partners with industry to provide you with hands-on experience through networking, sponsor programs, competitions, talks, lectures and other creative industry events.



Recognised and respected. TAFE NSW has built its reputation on delivering trusted, industry aligned and nationally recognised training for over 130 years.

Certificate IV in Business Administration

National Course Code: BSB40515 | TAFE NSW Code: BSB40515-01V05-19DEN-012

Qualification Level	Certificate IV
Study Type	Part Time Day
Course Start Date	Anytime
Hours Per Week	8
Duration	1 Year
Delivery Locations	Deniliquin Connected Learning Centre
Course Fees	Subsidised Prices First Qualification: \$1,580.00 Second Qualification: \$1,850.00 Traineeship: \$1,000.00 Concession: \$240.00 Non-subsidised Prices Full Fee: \$5,980.00
Course Features	Nationally Recognised Training Traineeship Allowed This training is subsidised by the NSW Government

Course Description

This qualification is suited to a range of 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.

Licensing/Regulatory Information No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

When you study with TAFE NSW, we want you to succeed. Entry requirements allow us to make sure that you have the right pre-existing knowledge and skills to achieve your chosen qualification. You will need to provide evidence that you meet the requirements listed in this section

There are no entry requirements for this qualification

ADDITIONAL REQUIREMENTS

With 130 locations across the state, TAFE NSW tailors qualifications to meet the needs of the local community and specific student groups (like apprentices, fast-tracked and online students). To make sure this course is the right fit for you, we may need you to demonstrate that you can meet any additional requirements. If this section is empty, there are no additional requirements for this course.

Information Sessions and more about the course

It's all happening at TAFE NSW InfoFest. Register for an information session, head to www.tafensw.edu.au/infofest. Can't attend the Information Session? [Enquire Online](#) or call 131601. The first day of class is Wednesday 24 July 2019, or if you enrol post this date you will be contacted by the teaching department to arrange an orientation time and to discuss your commencement date. Students will be expected to spend approximately 6 hours per week outside the classroom on directed activities and self-directed learning, engaging in a range of activities to support the supervised learning, eg independent study, research, preparation of assessment tasks, learning support, online learning. Entry requirements: it is recommended that a student holds a Certificate III in Business Administration or other Certificate III level of study. Students entering the course with no underpinning IT and software skills need to complete gap training in their own time.

You need to complete 10 units which have been pre-selected after consultation with industry to ascertain the skills and knowledge required for the job role.

Students should bring a USB Thumb drive, writing paper, pens, folder and headset with microphone to their first lesson.

The expectation is that by enrolling in this qualification you commit to the time frame in which the qualification is being delivered. The proposed study schedule will be discussed and an individual training plan will be established. Should you fall behind your agreed schedule you will be required to complete additional work and learning outside scheduled class time.

We offer student services and study support to ensure you can achieve your goals. Learn about TAFE NSW [Student Services](#)

As a TAFE NSW student in this course, you will have access to:

- LinkedIn Learning (formerly Lynda.com)
- Studiosity - online access to a real life tutor
- Easy computing online short courses
- Access to local TAFE libraries

Attendance

Class commences Wednesday 24 July 2019. Attendance is Wednesday 9.30am - 3.00pm and Thursday from 9.30am - 12.00pm in the Connected Learning Centre at TAFE NSW Deniliquin, plus 6 hours per week outside the classroom

Fee Details

SMART AND SKILLED FEES

This course is government-subsidised, meaning you pay a portion of the full course fee to TAFE NSW and the NSW Government will pay the balance. However, you must meet certain eligibility criteria for this to apply.

Depending on your previous qualifications and experience, your fee may be less than the maximum fee quoted. Your actual fee and eligibility for concession/exemption will be calculated and confirmed during the enrolment process. Payment plans are available through TAFE NSW for Smart and Skilled eligible qualifications.

For further information about eligibility and explanations of the different fee categories, visit [Are You Eligible?](#)

This training is subsidised by the NSW Government, and as a result your fee is determined through Training Services NSW formal eligibility criteria. This criteria will determine your exact fee. Students who meet additional specified criteria, may be eligible for a concession fee or a fee exemption. In claiming the

concession or exemption students will be required to supply the required evidence to support the claim in accord with the requirements of Smart and Skilled eligibility.

Payment Plans are available through TAFE NSW for Smart and Skilled eligible qualifications.

To activate your eligibility you must pay the student fee component PRIOR to commencement of the learning activity.

READ BEFORE YOU ENROL

Learn about TAFE NSW [Fees](#)

Learn about TAFE NSW [Payment/Funding](#)

RECOGNITION

Recognition is a process of acknowledging previously completed qualifications, skills, knowledge or experience relevant to your course. This may reduce the amount of learning required, reduce your course fees and allow you to achieve your qualification faster.

Learn about Recognition at TAFE NSW [Recognition](#)

How to Enrol

Congratulations on deciding to enrol with TAFE NSW!

Enrolling with us is easy, though the exact process does depend on your course and any prerequisites that go with it. The following four steps will set you up to study with us: Choose your course and where you want to study Assess your eligibility Obtain your Unique Student Identifier (USI) Register, apply or enrol

If you have any queries, one of our dedicated advisors would be happy to assist you. Call 131 601 or send us an enquiry. We can help talk you through all your options.

Find out more about [Applying and Enrolling](#)

Units

BSBITU313	Design and produce digital text documents
BSBITU314	Design and produce spreadsheets
BSBADM409	Coordinate business resources
BSBADM405	Organise meetings
BSBADM406	Organise business travel
BSBWRT401	Write complex documents
BSBITU404	Produce complex desktop published documents
BSBITU401	Design and develop complex text documents
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBCMM401	Make a presentation
BSBADM407	Administer projects
BSBITU402	Develop and use complex spreadsheets
BSBCUS401	Coordinate implementation of customer service strategies

Career Opportunities

Executive Assistant; Strata Managing Agent; Business Administration Officer; Accounts Supervisor

Information as of 18 Oct 2019