

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: BSB40515-01V05-19RMD-212

Qualification Level	Certificate IV
Study Type	Blended
Course Start Date	Enquire Now
Hours Per Week	6
Duration	36 Weeks
Delivery Locations	Richmond (Traineeship Only)
Course Fees	<p><b>Subsidised Prices</b>            First Qualification: \$1,580.00            Subsequent Qualification: \$1,850.00            Traineeship: \$1,000.00            You may be eligible for the NSW Smart &amp; Skilled <b>Fee Free</b> Traineeship which will be verified at enrolment.            Concession: \$240.00</p> <p><b>Non-subsidised Prices</b>            Full Fee: \$5,980.00</p>
Course Features	<p>Nationally Recognised Training            Traineeship Allowed            This training is subsidised by the NSW Government</p>

## Course Description

Be an indispensable part of any team when you study the nationally accredited Certificate IV in Business Administration. Learn valuable skills you can take into roles like Executive Assistant and Administration Officer; and work in a number of exciting industries including technology, finance, advertising, travel and education.

### LEARN NEW SKILLS

Through theoretical and practical course work, you will learn how to:

- Touch type and other keyboard skills
- Use different software packages - including Microsoft Office suite
- Write complex business documents
- Arrange meetings and business travel
- Oversee projects

### DEVELOP YOUR TALENT

Develop the personal qualities needed to get ahead fast:

- Organisational ability

- Problem solving skills
- Collaborative working style
- Keen eye for detail
- Confident communication and strong interpersonal skills

## ACHIEVE YOUR GOALS

Success in this course provides you with:

- A nationally recognised Certificate IV qualification
- A strong foundation to continue your business administration study

## Career outcomes and job roles:

- Executive Assistant
- Personal Assistant
- Project Assistant
- Office Administrator
- Administration Officer (Local Government)

## GROW YOUR CAREER

Take your education and career further:

- Diploma of Business Administration
- Diploma of Business
- Bachelor in Business with TAFE NSW Degrees

## INDUSTRY DEMAND

Administrative assistants and support workers are employed in practically every industry, including schools, hospitals, government agencies, legal offices, digital and media agencies and more. This is a career choice with endless opportunities for employment and professional growth. The projected employment growth in Australia for this type of role over the five years to 2023, is 6.6%.

# 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.

## TRAINING PACKAGE REQUIREMENTS

TAFE NSW offers the Certificate IV in Business Administration as either a traineeship or non-traineeship, so you can create the career you want.

### Non-traineeship

There are no entry requirements for non-trainees. You can enrol in this course now.

### Traineeship

To be eligible for this course you must:

- Be in relevant employment as this course is delivered in the workplace
- Have a signed traineeship contract

Thinking about a traineeship? Enquire today.  
IS THIS COURSE RIGHT FOR YOU?

To be prepared for this course, it is recommended that you have:

- Some experience working in an administrative role in an office environment
- Some experience with different computer software like Microsoft Word
- Typing skills
- Time management and organisational skills

If you need help preparing for study, contact us about your options.

## 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 will need you to demonstrate that you can meet the additional requirements below.

With 130 locations across the state, TAFE NSW tailors qualifications to the needs of local students and specific cohorts (like apprentices, trainees, fast-tracked students and online students). This means you will also need to meet any entry requirements listed below.

To be enrolled in this offering, you need to be:

- A trainee (you will work in industry and study at the same time)
- employed full time or part time (traineeships will be longer if you are employed part-time)
- Signed-up with an Apprentice Network Provider and have a Training Plan Proposal
- any documentation of previous studies

You are expected to have a Language, Literacy and Numeracy (LLN) level at ACSF Level 3 when commencing the course. This will be assessed as part of the enrolment process. TAFE NSW will provide support for your LLN needs based on this assessment.

Progress through the course is monitored against your training plan so that any issues are identified and rectified in a timely manner.

## Information Sessions and more about the course

This is a part time day face to face offering or could be undertaken solely in the workplace - including theory and practical components. As well as the in-class component, you should expect to do approximately 2 hours of additional study each week including online learning, independent study and assessment preparation outside of class hours.

You will also complete 300 hours of workplace experience over the period of your Traineeship. During this on-the-job learning, you will put the skills learned at TAFE into a live environment providing a hands-on approach to honing your skills for particular jobs, roles and functions within your workplace organisation.

TAFE NSW provides a range of services to ensure a supported and successful learning environment for all students. Detailed information on support services is available at [Student Services](#).

The following additional support is also available to you:

- LLN support
- Disabilities Services
- Aboriginal and Torres Strait Islander Support
- Childcare facilities
- LinkedIn Learning
- Library resources
- Studiosity ? online access to a real life tutor

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
- Accessibility and Disability Support Services
- Access to Read&Write learning support software at TAFE and at home

## Attendance

To keep you safe while studying, some of our face to face classes may be replaced with online or connected learning. We have also modified our face to face classes to meet physical distancing requirements and increased cleaning on campus. As restrictions ease, the way you attend your class may change again. If work placement and the demonstration of practical skills are requirements of your course, due to the impacts of COVID 19 there may be a delay or modification in being able to undertake these aspects of your course in the planned timeframe. Be assured, we'll keep you informed every step of the way.

Trainees are flexible delivery and start dates depend on your individual circumstances. Delivery schedule will be individual for each trainee

## 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?](#)

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

The fee category that will apply to you depends on your eligibility and your individual circumstances. Your fee and eligibility for concession/exemption will be calculated and confirmed during the enrolment process.

For further information about eligibility and explanations of the different fee categories, visit <https://smartandskilled.nsw.gov.au/are-you-eligible>

## PAYMENT OPTIONS AND ASSISTANCE

Fees: <https://www.tafensw.edu.au/enrol/fees>

Payment - funding: <https://www.tafensw.edu.au/enrol/payment-funding>

## ADDITIONAL RESOURCES

You will need the following resources:

Stationery such as, but not limited to;

- Scientific calculator
- Pens, highlighters and markers
- A4 ruled notepad
- Portable USB device

More information will be provided in class.

## RECOGNITION

Learners are able to have their competency from prior learning and work experience recognised in this qualification through the following arrangements.

? Evidence of completing formal training

? Work experience: on the job experience and informal training

? Life experience: community group involvement, family activities, sports, hobbies, leisure activities, unpaid work, organising events, and/or travel.

Recognition will be assessed on an individual basis and may be granted when a portfolio of evidence is assessed in accordance with TAFE NSW Recognition Policy and Procedure and the learner is deemed competent for the unit/s of competency for which the application applies. Alternatively, the learner may nominate to undertake a challenge assessment and be awarded competent.

Find out more about recognition: <https://www.tafensw.edu.au/enrol/recognition-credit-transfers>

## 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

Enquire now for Semester 2 2020 and be notified when enrolments open.

TAFE NSW is open for business so to find out more information on this course including when it will start and how it will be delivered (face-to-face, in a virtual classroom, self-paced, online or a mixture), submit an online enquiry by clicking the Enquire Now button on this page. You can also call 131 601 during business hours\* to chat with a member of our friendly customer service team.

**\* Our customer service team are available from Monday to Friday, 9am to 5pm AEST.**

## Units

BSBCUS402	Address customer needs
BSBADM407	Administer projects
BSBRES411	Analyse and present research information
BSBITU401	Design and develop complex text documents
BSBITU402	Develop and use complex spreadsheets
BSBLED401	Develop teams and individuals
BSBCMM401	Make a presentation
BSBADM406	Organise business travel
BSBADM405	Organise meetings
BSBWRT401	Write complex documents

## Career Opportunities

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

Information as of 14 Jul 2020