

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: BSB40515-01V05-19TAM-011

Qualification Level	Certificate IV
Study Type	Blended
Course Start Date	Anytime
Hours Per Week	10
Duration	36 Weeks
Delivery Locations	Tamworth
Course Fees	<p>Subsidised Prices First Qualification: \$1,580.00 Second Qualification: \$1,850.00 Traineeship: \$1,000.00 Concession: \$240.00</p> <p>Non-subsidised Prices Full Fee: \$5,980.00</p>
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. To complete this course within designated timeframes you will be required to complete an additional 5 hours of course work at home per week.

Flexible learning is ideal for those with employment or who live in a remote area. You will be able to access your teacher via email, telephone or face to face at Tamworth Campus by appointment. To complete this qualification within the enrolment timeframe, students must work in line with a pre-planned study schedule.

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

Optional weekly face to face teacher support session each Wednesday on Tamworth Campus from 9.00-1.00 pm.

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?](#)

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

Please contact the TAFE West Region Hotline on 131601.

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

Units

BSBADM405	Organise meetings
BSBADM406	Organise business travel
BSBADM407	Administer projects
BSBADM409	Coordinate business resources
BSBCUS402	Address customer needs
BSBITU314	Design and produce spreadsheets
BSBITU401	Design and develop complex text documents
BSBITU402	Develop and use complex spreadsheets
BSBMGT401	Show leadership in the workplace
BSBWRT401	Write complex documents

Career Opportunities

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