

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: BSB40515-01V05-20COT-001

|                     |   |
|---------------------|---|
| Qualification Level | Certificate IV  |
| Study Type          | Part Time Day   |
| Course Start Date   | Enquire Now   |
| Hours Per Week      | 14  |
| Duration            | 36 Weeks  |
| Delivery Locations  | Cootamundra   |
| Course Fees         | <p><b>Subsidised Prices</b><br/>           First Qualification: \$1,580.00<br/>           Subsequent Qualification: \$1,850.00<br/>           Traineeship: \$1,000.00<br/>           You may be eligible for the NSW Smart &amp; Skilled <b>Fee Free</b> Traineeship which will be verified at enrolment.<br/>           Concession: \$240.00</p> <p><b>Non-subsidised Prices</b><br/>           Full Fee: \$5,980.00</p> |
| Course Features     | Nationally Recognised Training<br>Traineeship Allowed<br>This training is subsidised by the NSW Government  |

## 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.

To successfully complete this course, you will need to hold 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.

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.

# **Information Sessions and more about the course**

## **INFORMATION SESSIONS**

There are no information sessions currently scheduled for this course.

## **STUDY COMMITMENT**

This is a part time day, blended course. You will need to attend approximately 10 hours of class, over 2 days a week, for 36 weeks. As well as the in-class component, you will need to complete approximately 4 hours of other study per week.

You may also be required to complete approximately 4 hours of additional study each week outside of class hours, including independent study, research, preparation of assessment tasks, learning support and online learning.

## **IS THIS COURSE RIGHT FOR YOU?**

This course offering is designed for people who are career starters who are new entrants to, or existing

workers in, the industry. Broad characteristics of this cohort include the need to learn hands-on computing, administration and communication skills in order to gain employment or who are seeking to upskill in a business administration support role, or to go on to study business administration at higher levels. These students may have pre-existing computer skills and familiarisation with digital technology.

## SERVICES AND STUDY SUPPORT

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.

This course is currently scheduled on Monday and Wednesday from 9.30am to 3.00pm in room E.G.1.

## 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

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

|           |  |
|-----------|--|
| BSBADM405 | Organise meetings  |
| BSBADM406 | Organise business travel   |
| BSBADM407 | Administer projects  |
| BSBADM409 | Coordinate business resources  |
| BSBCMM401 | Make a presentation  |
| BSBCUS402 | Address customer needs   |
| BSBITU313 | Design and produce digital text documents  |
| BSBITU314 | Design and produce spreadsheets  |
| BSBITU401 | Design and develop complex text documents  |
| BSBITU402 | Develop and use complex spreadsheets   |
| BSBITU404 | Produce complex desktop published documents  |
| BSBWHS401 | Implement and monitor WHS policies, procedures and programs to meet legislative requirements |
| BSBWRT401 | Write complex documents  |

## Career Opportunities

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

Information as of 14 Jul 2020