

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: BSB40515-01V05-200TE-001

Qualification Level	Certificate IV
Study Type	Online
Course Start Date	01 Jan 2020
Hours Per Week	23
Duration	18 Months
Delivery Locations	TAFE Digital (Traineeship)
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	Nationally Recognised Training Traineeship Allowed 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, TAFE Digital recommends that you have access to a computer and reliable Internet access.

# Information Sessions and more about the course

## TRAINEES ONLY

Before you can start a traineeship, you first need to find an employer in the industry you're interested in that will support you through your studies. You and your employer should contact an Apprenticeship Network Provider (ANP) and tell them you're interested in studying at TAFE NSW.

The ANP will help you and your employer to complete a Training Contract. Once you have a Training Contract, we will help you, your employer and the ANP to complete a Training Plan Proposal. Once you have both these documents, the ANP will lodge them with State Training Services, who will provide further advice about next steps.

Find out more: [https://www.training.nsw.gov.au/apprenticeships\\_traineeships/index.html](https://www.training.nsw.gov.au/apprenticeships_traineeships/index.html)

## INFORMATION SESSIONS

There are no information sessions currently scheduled for this course.

## STUDY COMMITMENT

This is an online course. You will need to complete approximately 18 hours of online study a week, for your enrolment duration of 18 months.

You can increase the hours of online study per week to complete the course sooner.

You can also expect to complete approximately 5 hours of additional study each week including, independent study, research and assessments.

## IS THIS COURSE RIGHT FOR YOU?

This course offering is designed for people who:

- are seeking to retrain/return to the workplace or,
- upskill current knowledge and skills or,
- gain a pathway to further education

Those students that are identified as new entrants may have limited work/life experience or have little experience in this field, they may include students who are changing industries, unemployed or school leaver.

Through work, study and life experience, ideally you will have good time management and good organisations skills to be able to take responsibility for following and managing your study schedule.

## 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

An individual training plan will be provided when you enrol in this course. Your plan will outline the recommended study timetable and detail your units and assessments.

## 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 under Smart and Skilled. The student fee you will need to pay, will be determined according to your personal circumstances and eligibility for a subsidised

place, you may also be eligible for a concession fee, fee exemption or fee free scholarship. Payment by instalments is available.

You may continue with an enrolment into this course if you are not eligible for subsidised training, however the full training fee will be applicable. There are conditions to enrolment if you are a Temporary Visa Holder. To discuss your visa status and eligibility to enrol please phone 131 241.

For further information on fees and charges please see <https://www.tafensw.edu.au/get-started-at-tafe-nsw/fees-information>

Please ensure you also read and understand the associated fee policies and conditions related to withdrawal from a course, applying for a refund of fees, applying for a deferral to your studies and if you are behind in payment of instalments.

## ADDITIONAL RESOURCES

You will need to provide for yourself the following resources which you will keep when you complete your study:

- text books recommended for this course by the Teaching Section

## 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

Before you can start a traineeship, you first need to find an employer in the industry you're interested in that will support you through your studies. You and your employer should contact an Apprenticeship Network Provider (ANP) and tell them you're interested in studying at TAFE NSW.

The ANP will help you and your employer to complete a Training Contract. Once you have a Training Contract, we will help you, your employer and the ANP to complete a Training Plan Proposal. Once you have both these documents, the ANP will lodge them with State Training Services, who will provide further advice about next steps.

Find out more: [https://www.training.nsw.gov.au/apprenticeships\\_traineeships/index.html](https://www.training.nsw.gov.au/apprenticeships_traineeships/index.html)

For further information or assistance, call 131 601.

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

# Units

BSBFIA302	Process payroll
BSBADM405	Organise meetings
BSBADM406	Organise business travel
BSBITU401	Design and develop complex text documents
BSBWRT401	Write complex documents
BSBITU402	Develop and use complex spreadsheets
BSBCUS401	Coordinate implementation of customer service strategies
BSBWOR404	Develop work priorities
BSBLED401	Develop teams and individuals
BSBCMM401	Make a presentation

## Career Opportunities

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