BSB40515 Certificate IV in Business Administration

BUSINESS ADMINISTRATION

Take a step forward in your Business Administration Career

This qualification will help you develop advanced administrative skill sets required for work as an office manager.

This course covers essential skills such as:

- Advanced word processing skills
- Creating professional business documents
- Organising meetings and conferences

Illawarra >>> ITeC <<<

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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.

COURSE ENTRY REQUIREMENTS
There are no entry requirements for this qualification.

Illawarra ITeC require students to have average english, reading and writing skills, or higher and should have completed Year 10 or above schooling, or have sound workplace written communication skills. Participants will be required to complete a Language, Literacy & Numeracy (LLN) Assessment prior to enrolment.

UNITS OF STUDY
To be awarded a full qualification in Certificate IV in Business Administration - BSB40515 you will need to be assessed as competent in 5 core plus 5 elective units of competency (10 units of competency). A Statement of Attainment will be issued for units deemed competent if a full qualification is not achieved.

BSB40515 - Certificate IV in Business Administration

UNIT CODE	UNIT NAME
BSBADM405	Organise meetings
BSBADM409	Coordinate business resources
BSBITU401	Design and develop complex text documents
BSBITU402	Develop and use complex spreadsheets
BSBITU404	Produce complex desktop published documents
BSBWRT401	Write complex documents
BSBCUS401	Coordinate implementation of customer service strategies
BSBCUS402	Address customer needs
BSBCMM401	Make a presentation
BSBINN301	Promote innovation in a team environment

NATIONALLY RECOGNISED TRAINING

Job Roles & Career Opportunities:

- Accounts Receivable/Payable Clerk
- Office Administrator
- Receptionist
- Word Processing Operator

DELIVERY OPTIONS

• **Class Based 4 days / week up to 6 months**

• **Mixed Mode flexible delivery up to 12months including correspondence, mentoring and regular workshops.**

It is not compulsory that you attend the face to face workshops, however it will assist you in completing the units and therefore it is recommended you attend whenever possible. If applicable, workplace visits from your trainer may be organised if you can not attend the workshops, please discuss options with your Trainer or ITeC's Training Coordinator Rebecca Radic.

Sometimes you will commence learning more than one unit on the same day because some units may contain information that is relevant to other unit/s however they may have different assessment dates due to the learning requirements for individual units. The

A Training Plan will be developed for each participant to meet individual needs and workplace assessment will be arranged if required.

Recognition of Prior Learning (RPL): The skills, knowledge and experience you have gained from your previous learning, work experience and life in general may be taken into account. To apply for Recognition of Prior Learning in one or more units you must clearly show that you have the equivalent and relevant skills, knowledge and experience of the unit or group of units.

Credit Transfer: If you have successfully completed exactly the same unit of competency or a unit similar in content and outcome to one in your current course, your previous result may be transferred (Credit Transfer). Your assessor will decide whether you are able to receive an automatic Credit Transfer.

STUDENT SUPPORT
The Illawarra ITeC is committed to ensuring that all students are offered:
- Practical and reasonable support to complete their qualification.
- Guidance on career paths.
- Training and Assessment that is flexible to meet clients needs.
- Students will receive regular support and assistance from their mentor or trainer.
- Language, Literacy and Numeracy (LLN) is assessed prior to beginning a course and students are offered support through learning and assessment that may include both internal support and referral to external support providers.

Unique Student Identifier (USI)

It is a requirement that all students completing a nationally recognised VET Qualification or Statement of Attainment have a Unique Student Identifier (USI) prior to enrolment. If you have not yet obtained a USI, you can apply for it directly at http://www.usi.gov.au/create-your-usi.

COURSE FEES

Training Funded under NSW Smart and Skilled. This training is subsidised by the NSW Government.

To be eligible to enrol in a government-subsidised course with an approved Smart & Skilled training provider you must answer 'Yes' to all these questions:

Are you:
- *15 years old or over?*
- *no longer at school?*
- *living or working in NSW?*
- *an Australian citizen, Australian permanent resident, humanitarian visa holder or New Zealand citizen?*

This course is also offered on a fee for service basis for people not eligible for government funding.

Contact Illawarra ITeC to check:
Course fees and eligibility (*Concessions and fee exemptions may be applicable*).
Smart and Skilled Fee Free Scholarships

ITeC also has:
Course Payment Plans available
Financial Hardship Scholarships
(Conditions apply)

Please feel free to contact Illawarra ITeC for more information:
Phone: 02 4223 3100 or Email: itec@illawarraitec.com.au