



# BSB40515 Certificate IV in Business Administration

National ID: BSB40515 | State ID: AVS9

## About this course

### Are you ready to organise your career in administration?

When you complete the Certificate IV in Business Administration you will be set for a career with expanding possibilities: in office management, or business administration.

You will gain the skills and knowledge to manage customer needs and feedback, develop complex documents and spreadsheets, and facilitate smooth workplace communication. You will acquire valuable experience in making presentations to groups, working in effective teams, and with workplace health and safety.

Full-time attendance is equivalent to three days a week.

If you choose to enroll in the additional unit AUL17 you may also be eligible for the BSB40215 Certificate IV in Business.


Completion of the Certificate IV in Business Administration opens up a range of further study options, including specialist business diplomas, and it may assist in entry to university.

## Overview

## Semester 1, 2019

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### Thornlie Campus - Full Time-Classroom

 Duration: **1 Semester**

 When: **Semester 1, 2019**

 How: **Full Time**

## Units

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### Elective

National ID	Unit Title
BSBADM405	Organise meetings
BSBCMM401	Make a presentation
BSBCUS402	Address customer needs
BSBHRM405	Support the recruitment, selection and induction of staff
BSBITU401	Design and develop complex text documents
BSBITU402	Develop and use complex spreadsheets
BSBITU404	Produce complex desktop published documents
BSBLDR402	Lead effective workplace relationships
BSBWRT401	Write complex documents
BSBRES401	Analyse and present research information

## Entrance requirements

School Leaver

Non-School Leaver

AQF

C Grades in Year 11 WACE General English, and OLNA; or NAPLAN 9 Band 8

C Grades in Year 11 English and Maths or equivalent

Certificate II or Certificate III

This course is available as a traineeship.

## Entrance requirements for traineeships

You must be employed in a training contract by an appropriate organisation to study an apprenticeship or traineeship.

In a traineeship you also gain hands-on skills and work experience, and improve your employment prospects, while earning a wage. On successful completion you will gain a nationally recognised qualification which can lead to rewarding career options. The difference between a traineeship and an apprenticeship is that a traineeship can be either a full time or part time employment based training arrangement, usually for a nominal duration of 12 months or more, generally in a non-trade related area.

To find out how to arrange a traineeship and study at South Metropolitan TAFE, please contact the [Jobs and Skills Centre](#) closest to you.

## Job opportunities

- When you complete the Certificate IV in Business Administration you will be set for a career with expanding possibilities: in office management, business administration, as a team leader, senior personal assistant or office supervisor.

For information about jobs and pathways, please see <http://joboutlook.gov.au/>

Further study opportunities:

- BSB50215 Diploma of Business, State ID AVU9
- BSB50415 Diploma of Business Administration, State ID AVV5
- BSB51915 Diploma of Leadership and Management, State ID AVU0

## Fees and charges

### Indicative fees and charges

[2019 general admission fees list](#)

[2019 apprenticeship/traineeship fees list](#)

Fees and charges published on our website are indicative. Your fees will depend on your eligibility for government

funding or a concession rate, and the units you choose to study or seek to be recognised under Recognition of Prior Learning (RPL). Our Indicative fees lists show fees that are:

- Based on the full possible study plan of units, including the recommended electives
- Based on full time study in 2019
- Charged at the government funded rate for over 18 years of age students
- Based on unit electives designed to meet localised industry demand for skills
- Made up of course fees and resource fees, or RPL fees. Course fees are the cost of your tuition, while resource fees pay for consumables provided to you to aid your study (such as printing and paper). You may also be required to purchase text books or equipment that are not part of our tuition or resource fees.

Fees may vary between students and between educational providers. Other charges may apply.

Visit our [Fees and payment options](#) page for more information.

Call 1800 001 001 to get a more accurate fee indication based on your eligibility and study plan before applying.

## VET Student Loans

Selected courses are VET Student Loan eligible courses.

A VET Student Loan creates a debt that must be repaid to the Commonwealth and is only available to students who are eligible.

To find out if you are eligible or to see the list of eligible courses visit our [Student Loans](#) page.

## International students

Selected courses are available to International students for full time study only.

Fees, charges, available locations, applications and enrolment procedures for International students are different to those for students who have Australian permanent residency.

For more information or to find a course visit the [TAFE International WA](#) website.

## Apprenticeships and traineeships

Fees for apprenticeships and traineeships are charged at a rate per nominal hour of study.

This means that your fees will vary depending on the units you study as part of your training plan.

Apprentices and trainees are liable to pay for their own fees but some industrial agreements (awards) dictate that employers are required to reimburse their apprentice upon receipt of satisfactory progress. An employer may also opt to pay on behalf of the apprentice or trainee.

For more information visit our [Apprenticeships and traineeships](#) page.

## **Recognition of Prior Learning**

Recognition of Prior Learning (RPL) enrolments are charged at \$3.25 per nominal hour of study.

No concession fees apply to RPL enrolments. Refer to the institutional or apprenticeship/traineeship fee lists for an indicative RPL course fee.

**Please note, fees are subject to change.**