



**BSB40515**  
**Certificate IV in Business Administration**  
**Course Information**

**LET Training**  
[www.lettraining.com.au](http://www.lettraining.com.au)



# BSB40515

## Certificate IV in Business Administration

The course is nationally accredited by the Australian Government under the Australian Skills Quality Authority (ASQA).

**BSB40515 Certificate IV in Business Administration** This qualification will give you the supervisory and administrative skills and a broad knowledge base in a variety of administrative contexts. You will apply solutions to a defined range of unpredictable problems and analyse and evaluate information from a variety of sources. You may provide leadership and guidance to others with some limited responsibility for the output of others.

In this course you'll study a range of units, such as implement workplace information systems, team skills, prioritising, financial report and business writing skills, organising meetings and business travel, and administrative skills.

### How does this course work?

Online Learning – any time, any place, with maximum flexibility:

- ❖ Easy-to-read course materials
- ❖ Telephone Support from Accredited Trainers
- ❖ Email Support from Accredited Trainers
- ❖ Fast Assessment response

Online learning allows you to start a course when and where it is convenient for you to study.

### When does the course commence?

You can enrol in this course at any time and start straight after registration.

### How do I access to learning support?

You are very well supported throughout your course.

You have the access to discuss your course work on a one-on-one basis with a specialist Trainer via:

- ❖ Telephone; or
- ❖ Email; or
- ❖ Skype

Between Monday to Friday 9am to 5pm as you progress through the course, so you won't feel alone.

### Is there a maximum course completion time?

From the date of enrolment registration, you have up to **12 months** to complete the qualification, and many complete it in less time.

We find our students complete this qualification in varying time frames. It really does depend on your life situation, and time availability.

### Is there a minimum course completion time?

No – there is no minimum course time-frame.

You can complete the qualification as quickly as you choose.

### What is the average course completion time-frame?

We have found students that are genuinely motivated to progress through the course are able to complete the full course in less than 12 months.

Indicatively, it may take you on average 40 - 50 hours to complete a unit of competency, though depending on your existing skill and knowledge levels.

The key factors that influence course completion is a student's experience, time availability and work rate.

## Accreditation

This qualification has National recognition under the Australian Qualifications Framework (AQF).

Consistent with qualification rules, the qualification offered by LET Training comprises the following units of competency. However, if you wish to change elective unit/s to meet your training needs, please speak to one of our friendly learning and development advisors.

To be awarded this qualification, **10 units of competency** are required:

- ❖ BSBADM405 Organise meetings
- ❖ BSBADM406 Organise business travel
- ❖ BSBFIA401 Prepare financial reports
- ❖ BSBINM401 Implement workplace information system
- ❖ BSBWRT401 Write complex documents
- ❖ BSBCUS402 Address customer needs
- ❖ BSBINN301 Promote innovation in a team environment
- ❖ BSBLDR403 Lead team effectiveness
- ❖ BSBRES401 Analyse and present research information
- ❖ BSBWOR404 Develop work priorities

## Entry and Study Requirements

### You can enrol and start at any time!

We are committed to seeing you through your course. We have determined the following requirements to ensure you have the best chance of successfully completing your course:

- ❖ Current Year 12: Successful completion of Australian Year 12 or equivalent or the Australian Senior VCAL Certificate; or
- ❖ Non-Year12: Completion of post-secondary studies or at least 6 months' work experience; and
- ❖ Have access to a fully-functional computer / smart device loaded with a web browser and appropriate software applications to read PDF files, produce documents, and analyse information and data; and
- ❖ Have access to reliable Internet Access; and
- ❖ Have a current valid email account for learning and assessment communication; and
- ❖ Have a telephone and current valid telephone number for learning and assessment communication, support and interviews; and
- ❖ Successfully complete all assessment tasks to the required published standard.

## Skills Needed for Your Study

- ❖ **Language and literacy skills** at a level that enables you to read, interpret, communicate and apply a range of information and data, to write reports and other business documents for a variety of audiences, and to present and address issues;

- ❖ **Numeracy skills** at a level that enables you to plan and manage time, resources and budgets, to read and understand workplace figures, statistics and measurements, and to solve routine workplace and operational problems;
- ❖ **Technology skills** to conduct online research using a web browser and to use a variety of software applications to send e-mails with attachments, read PDF files, produce documents, analyse information and data;
- ❖ **The ability to research information and data** from a variety of sources;

## Assessments

Upon enrolment, you will be provided via the Learning Management System with detailed assessment task specifications and activities specific to the relevant unit of competency. By way of example, you may be required to:

- ❖ Complete projects and/or portfolios of evidence;
- ❖ Answer a series of knowledge-based questions;
- ❖ Participate in interviews with your assessor.

You will submit your evidence for evaluation to the Assessor, who will continue to maintain contact with you during the assessment decision-making process.

You will be provided with opportunities to adjust & resubmit your assessments based on the assessor's feedback.

## Career Opportunities

Successful completion of the Certificate IV in Business Administration can qualify you for a range of roles and positions.

### What job roles exist?

- ❖ Administration Supervisor
- ❖ Executive Personal Assistant
- ❖ Office Administrator
- ❖ Project Administrator

## Recognition of prior learning (RPL)

For those currently working in a management and leadership position, with over 5 years business management experience, ask our friendly course consultants about our Recognition of Prior Learning (RPL) solution eligibility. Our expert trainer will develop a tailored training plan for you based on your existing role and experience.

## Study pathways

### Will previous study and experience count?

LET Training recognises Recognition of Prior Learning (RPL) which takes into account the knowledge and skills you have already gained through your previous education and work history, attributing this to

your enrolled qualification course. This may be through formal or informal training and can result in credits towards your qualification. More information can be found in Student Handbook.

### Future education pathways

After successfully completing the BSB40515 Certificate IV in Business Administration, you may like to enrol in LET Training's BSB50415 Diploma of Business Administration.

## Contact LET Training

For further information or enrolment, please go to:

- ❖ Phone: (02) 9633 3929
- ❖ E-mail: [info@lettraining.com.au](mailto:info@lettraining.com.au)

LET Training offers arrange of business, management, WHS and administration qualification courses, check out our special offers at: [www.lettraining.com.au](http://www.lettraining.com.au).

