



START LEARNING

Kickstart your career with a nationally recognised course

BSB405015

Certificate IV in Business Administration

Course Information

BSB40515

Certificate IV in Business Administration

This course is nationally accredited by the Australian Government under the Australian Qualifications Framework (AQF).

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 implementing workplace information systems, prioritising, financial reporting and business writing skills, organising meetings and business travel; and administrative skills.

Why Study with LET Training?

Affordable Qualification Courses

Flexible & Accessible Learning

Knowledgeable Trainers

Friendly & Helpful Support

Fast Assessment Response

The average course completion time-frame

We find students that are genuinely motivated to progress through the course, can complete the full course in less than 12 months.

On average it may take you 40 - 50 hours to complete a unit of competency.

However, this will be influenced by your experience, time availability and work rate.

How to study with LET Training?

- **Online & Self-paced** - You can study at any time, any place, with maximum flexibility.

- **Enrol at any time** and start straight after enrolment!

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

We find our students complete this qualification with varying timeframes. It just depends on your life situation and time availability.

- **Payment Plans** - simply tick one that suits you the best; or pay the full course fee upfront.

- **No minimum course timeframe** - you can complete the course as quickly as you choose.

The Learning supports

You are well supported throughout your course so you won't feel alone.

You'll have access and discuss your course work on a one-on-one basis with a specialist trainer via:

- Telephone
- Email;
- Skype

Available between Monday to Friday 9am to 5pm (Sydney time).

Accreditation

This qualification is nationally recognised under the Australian Qualifications Framework (AQF).

To be awarded this qualification, you are required to complete **10 units of competency**. LET Training offers the following units:

- 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
- BSBRES411 Analyse and present research information
- BSBWOR404 Develop work priorities

To find out more about the individual course units, check out the [Appendix – Course Unit Information](#) at the end of this document. If you wish to change any elective unit/s, please speak to one of our friendly course advisors.

Entry and study requirements

You can enrol and start at any time!

We are committed to seeing you through your course. To ensure you have the best chance of successfully completing your course, the following entry and study requirements apply.

- Current Year 12: Successful completion of Australian Year 12 or equivalent or the Australian Senior VCAL Certificate; or
- Non-Year 12: 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 and produce documents
- Have reliable internet access
- Have a valid email account for learning and assessment communication
- Have a telephone valid telephone number for learning and assessment communication, support and interviews
- Successfully completed all assessment tasks to the required published standard.

Skills needed for studying:

- **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 with detailed assessment task specifications and activities specific to the relevant unit of competency (via the Learning Management System). For example, you may be required to:

- complete projects and/or portfolios of evidence;
- answer a series of knowledge-based short answer questions;
- participate in interviews with your assessor.

You will be required to submit your evidence for evaluation to the assessor, who will continue to maintain contact with you during the assessment decision-making process. You will also be provided with opportunities to adjust and resubmit your assessments based on the assessor's feedback.

Career opportunities

Successful completion of BSB40515 Certificate IV in Business Administration can qualify you for a range of roles and positions, including:

- Corporate Receptionist
- Administration Supervisor
- Executive Personal Assistant
- Office Administrator
- Project Administrator

Recognition of prior learning (RPL)

For those currently working in an administrative and office management position, with over 5 years working experience, ask our friendly course consultants about Recognition of Prior Learning (RPL) eligibility. One of our expert trainers 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 considers 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 the LET Training Student Handbook.

Future education pathways

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

Contact LET Training

LET Training offers a range of business, management, WHS and administration qualification courses.

For further information or to enrol, contact us via:



www.lettraining.com.au



(02) 9633 3929 or (02) 9633 4582



enquire@lettraining.com.au



Suite 3, Level 1, 154 Marsden Street, Parramatta NSW 2150

Appendix – Course Unit Information

BSB40515 Certificate IV in Business Administration

Unit of competency	Applications
BSBADM405 Organise meetings	<p>This unit describes the skills and knowledge required to organise meetings including making arrangements, liaising with participants, and developing and distributing meeting related documentation.</p> <p>It applies to individuals employed in a range of work environments who are required to organise a variety of meetings. They may provide administrative support within an enterprise or have responsibility for these tasks in the context of a particular team, workgroup or project.</p>
BSBADM406 Organise business travel	<p>This unit describes the skills and knowledge required to organise domestic and overseas business travel, including developing associated itineraries, booking travel and accommodation, preparing travel related documentation and making travel arrangements.</p> <p>It applies to individuals employed in a range of work environments who may work providing administrative support within an enterprise or have responsibility for these tasks in relation to their own workgroup or role.</p>
BSBFIA401 Prepare financial reports	<p>This unit describes skills and knowledge required to record general journal adjustment entries and to prepare end of period financial reports.</p> <p>It applies to individuals employed in a range of work environments who are responsible for preparing financial reports. They may be individuals providing administrative support within an enterprise, or they might have responsibility for these tasks in relation to their own workgroup or role.</p>
BSBINM401 Implement workplace information system	<p>This unit describes the skills and knowledge required to implement and review the workplace information system. It involves the identification, acquisition, initial analysis and use of appropriate information which plays a significant part in the organisation's effectiveness.</p> <p>It applies to individuals whose work will normally be carried out within routine and non-routine methods and procedures which require planning and evaluation, leadership and guidance of others, and some discretion and judgement.</p>
BSBWRT401 Write complex documents	<p>This unit describes the skills and knowledge required to plan documents, draft text, prepare final text and produce documents of some complexity.</p> <p>It applies to individuals who work in a range of business environments and are skilled in the creation of reports, information and general promotion documents that are more complex than basic correspondence, memos or forms and that require review and analysis of a range of information sources.</p>
BSBCUS402 Address customer needs	<p>This unit describes the skills and knowledge required to manage an ongoing relationship with a customer over a period of time. This includes helping customers articulate their needs and managing networks to ensure customer needs are addressed.</p> <p>It applies to individuals who are expected to have detailed product knowledge in order to recommend customised solutions. In this role, individuals would be expected to apply organisational procedures and be aware of, and apply as appropriate, broader factors involving ethics, industry practice and relevant government policies and regulations.</p>

<p>BSBINN301 Promote innovation in a team environment</p>	<p>This unit describes the skills and knowledge required to be an effective and proactive member of an innovative team.</p> <p>It applies to individuals who play a proactive role in demonstrating, encouraging or supporting innovation in a team environment. The individual may be a team participant or a team leader. Teams may be formal or informal and may comprise a range of personnel.</p>
<p>BSBLDR403 Lead team effectiveness</p>	<p>This unit defines skills, knowledge and outcomes required to plan and supervise the performance of the team and develop team cohesion.</p> <p>It applies team leaders, supervisors and new emerging managers who have an important leadership role in the development of efficient and effective work teams. Leaders at this level also provide leadership for the team and bridge the gap between the management of the organisation and the team members. As such they must 'manage up' as well as manage their team/s.</p>
<p>BSBRES411 Analyse and present research information</p>	<p>This unit describes the skills and knowledge required to gather, organise, analyse and present workplace information using available systems. This includes identifying research requirements and sources of information, applying information to a set of facts, evaluating the quality of the information, and preparing and producing reports.</p> <p>It applies to individuals who are required to apply their broad knowledge of the work environment to analysis and research tasks, evaluate information from a variety of sources and apply solutions to a range of unpredictable problems.</p>
<p>BSBWOR404 Develop work priorities</p>	<p>This unit describes the skills and knowledge required to monitor and obtain feedback on own work performance and access learning opportunities for professional development.</p> <p>It applies to individuals who are required to design their own work schedules and work plans and to establish priorities for their work. They will typically hold some responsibilities for the work of others and have some autonomy in relation to their own role.</p>