

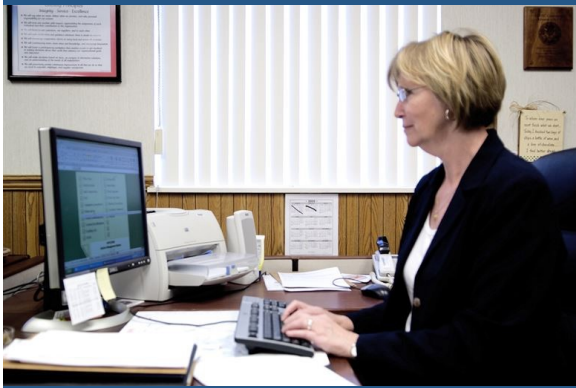
BSB40515 Certificate IV in Business Administration



Dynamic Learning Services Pty Ltd
Suite 4, level 1/176 The Entrance Road
Erina NSW 2250

RTO No 40467

Course Brochure



BSB40515 Certificate IV in Business Administration

Course Overview

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.

Career Opportunities

- Clerk
- Data Entry Operator
- Junior Personal Assistant
- Receptionist
- Office Administration Assistant
- Office Administrator
- Word Processing Operator.

Modes of Delivery

- Face to face in the workplace
- Correspondence in a self-paced model (using text-based resources in a self-paced model and supported by our dedicated trainers)
- Online (supported by our dedicated trainers).
- Recognition of Prior Learning (for people who have evidence to support their current competence in the relevant units of competency which comprise the qualification).



Key Outcomes

- Organise meetings including making arrangements, liaising with participants, and developing and distributing meeting related documentation.
- Perform the activities associated with the administrative aspects of a project, such as measurement, monitoring, reporting, and winding up the project on completion.
- Advise, carry out and evaluate customer service strategies.
- Record general journal adjustment entries and to prepare end of period financial reports
- Skills and knowledge required to be an effective and proactive member of an innovative team.
- Design and develop a database (including queries, forms and reports) to meet a defined need using existing data.
- Design and develop business documents using complex technical features of word processing software.
- Use spreadsheet software to complete business tasks and produce complex documents.
- Design and produce complex desktop published documents.
- Coordinate and review the promotion of an organisation's products and services.
- Develop and maintain effective work relationships and networks through relationship building and negotiation skills required by workers within an organisation as well as freelance or contract workers.



Further detailed information on your course, fees and charges, relevant student policies and procedures and to view the student handbook, please visit our website at www.dynamiclearningservices.com.au or contact Dynamic Learning Services on 02 4365 0040.



There are 13 units in the Certificate IV in Business Administration These are 10 elective units..

The units in the Dynamic Learning Services program are listed below:

Elective Units

- BSBADM405 Organise meetings
- BSBADM407 Administer projects
- BSBCUS401 Coordinate the implementation of customer service strategies
- BSBFIA401 Prepare financial reports
- BSBINN301 Promote innovation in a team environment
- BSBITA401 Design databases
- BSBITU402 Develop and use complex spreadsheet
- BSBITU404 Produce complex desktop published documents
- BSBMKG413 Promote products and services
- BSBREL401 Establish networks

Assessment

The assessment in this qualification involves a variety of workbook activities, practical tasks and project work. Participants will be supported by their trainer throughout their journey.

Entry Requirements

There are no pre-requisite entry requirements for this course of study. Students must undergo a Language, Literacy & Numeracy evaluation prior to commencement of studies.

Volume of Learning

Learners should expect a duration between 6 and 24 months to meet the requirements of BSB40515 Certificate IV in Business Administration which is consistent with the AQF volume of learning indicators for a Certificate IV qualification.

Decisions about the duration of this qualification take into account the candidates' likelihood of successfully achieving the learning outcomes and ensure that the integrity of the qualification's outcomes are maintained.

Pathways

Qualifications that may be considered after successful completion include:

- BSB42015 Cert IV in Leadership and Management
- BSB50415 Diploma of Business Administration
- BSB51915 Diploma of Leadership and Management

Smart and Skilled

This training is subsidised by the NSW Government

Further detailed information on Smart and Skilled in relation to your eligibility, fees and consumer protection visit :

<https://smartandskilled.nsw.gov.au/for-students>

or talk to one of our friendly consultants who can answer all your questions on 43650040



About Smart and Skilled

Smart and Skilled is a New South Wales (NSW) government funding incentive for those wanting to gain new skills needed to find a job or advance their careers.

As course costs are an important factor when deciding to undertake a study

Smart and Skilled provides eligible students with:

- an entitlement to government-subsidised training up to and including Certificate III
- government funding for higher-level courses (Certificate IV and above) in targeted priority areas.

Are you eligible for Smart and Skilled training?

Are you:

- 15 years old or over?
- No longer at school?
- Living or working in NSW?
- An Australian citizen, Australian permanent resident, Australian permanent humanitarian visa holder or New Zealand citizen?

If you answered 'Yes' to all four questions, then you may be eligible to enrol in a government-subsidised course with an approved Smart and Skilled training provider and registered training organisation, like DLS.

Fees

Full Qualification

1st Qualification \$1,580

2nd Qualification \$1,850

Eligible concession card holders \$240

Traineeships are fee free <https://vet.nsw.gov.au/choosing-vet/fee-free-traineeships>

For information on other States funding initiatives, requirements and fees please visit our website www.dynamiclearningervices.com.au