

## Certificate IV in Business Administration

### DESCRIPTION:

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.

### CURRENCY:

<https://training.gov.au/Training/Details/BSB40515>

### PRE-REQUISITES:

There are no pre-requisites required for entry into this qualification.

### STUDY OPTIONS:

This course can be undertaken:

- As a customised program delivered to groups and/ or individuals on-site or in the workplace
- By Recognition of Prior Learning (RPL) <http://riiskillscentre.com.au/AQF-RP-An-Explanation.pdf>

### START DATES:

Intakes for customised programs are ongoing throughout the year. Delivery can be undertaken in the workplace in consultation with your employer.

Enrolment for RPL courses can be undertaken at any time.

### DELIVERY VENUE:

TBA pending client student requirements.

### WORKPLACE ARRANGEMENTS:

As this qualification is largely assessed in the workplace, sequencing of assessment and any identified training required (as found during the assessment process) and further due to operating constraints of the student company, there is no formalised delivery assessment time table proposed. The opportunity to cluster elements for assessment will be adopted should the opportunity present itself at any time.

During the initial consultation phase with the client, Rii will determine whether suitable plant and equipment is available / in use by the client and that access be given to the participant to enable training / assessment to be undertaken at a pre-determined time.

### COURSE DURATION:

The qualification is to be delivered over 12 months, student dependent.

### MODE OF DELIVERY:

This training program is to be delivered as a combination of face to face and on the job training.

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### TYPES OF ASSESSMENT:

Using suitable selected assessment tools, pending client student requirements and delivery mode.

Assessment tools may include:

- Written assessment
- Workbook
- Projects
- RPL
- Task observation
- Verbal questioning

### COURSE MATERIALS:

All materials supplied by the RTO.

### COURSE STRUCTURE:

To obtain this qualification, a total of 10 units must be completed.

- This qualification has no core units
- 10 of the electives, of which:
- 5 elective units must be selected from the Group A units listed below
- 5 elective units may be selected from the Group A or Group B units listed below, or any currently endorsed Training Package or accredited course at the same qualification level
- if not listed below, 1 elective unit may be selected from either a Certificate III or Diploma qualification from any currently endorsed Training Package or accredited course
- BSBITU307 Develop keyboarding speed and accuracy cannot be selected as an elective unit for this qualification

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Elective Units		
Group A		
Code	Unit name	Hours
BSBADM401	Produce complex texts from shorthand notes	100
BSBADM405	Organise meetings	20
BSBADM406	Organise business travel	20
BSBADM411	Produce complex texts from audio transcription	60
BSBFIA401	Prepare financial reports	50
BSBINM401	Implement workplace information system	40
BSBITA401	Design databases	60
BSBITU401	Design and develop complex text documents	100
BSBITU402	Develop and use complex spreadsheets	50
BSBITU404	Produce complex desktop published documents	50
BSBWRT401	Write complex documents	50

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Elective Units		
Group B		
Code	Unit name	Hours
BSBADM409	Coordinate business resources	30
BSBADM407	Administer projects	40
BSBADM409	Coordinate business resources	30
BSBCMM401	Make a presentation	30
BSBCUS401	Coordinate implementation of customer service strategies	40
BSBCUS402	Address customer needs	50
BSBEBU401	Review and maintain a website	50
BSBFIA402	Report on financial activity	30
BSBINN301	Promote innovation in a team environment	40
BSBITS401	Maintain business technology	40
BSBMKG413	Promote products and services	40
BSBMKG414	Undertake marketing activities	50
BSBMED401	Manage patient record keeping system	50
BSBREL401	Establish networks	35
BSBRES401	Analyse and present research information	40
BSBRSK401	Identify risk and apply risk management processes	50
BSBSUS401	Implement and monitor environmentally sustainable work practices	40
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	50

### CAREER & PATHWAYS:

Career opportunities include Accounts Supervisor, Office Administrator, Executive Personal and Project Assistant.

After achieving the BSB40515 Certificate IV in Business Administration, candidates may undertake BSB50415 Diploma of Business Administration.

### FUNDING:

Not available for this course.

### STUDENT SUPPORT:

Refer Rii's Student Handbook located on our website <http://www.riiskillscentre.com.au>

### DELIVERY BY THIRD PARTY:

This course is delivered in Tasmania on behalf of Rii Skills Centre by:

Tasmanian Safety & Training Services

t: 0499 526 627

e: [training@tsts.net.au](mailto:training@tsts.net.au)

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### ACCREDITATION:

Qualifications granted by Rii Skills Centre have been endorsed by the Australian Skills Quality Authority (ASQA).

Rii Skills Centre is a registered training organisation (RTO) listed on the website.

[www.training.gov.au](http://www.training.gov.au)

Our national provider number is 32326.

We hold registration to deliver this qualification which is nationally recognised and comes from the nationally endorsed *BSB Business Services Training Package*.

A Certificate IV recognised within the Australian Qualification Framework (AQF) will be issued if the full qualification is completed, a Statement of Attainment for individual units successfully completed when the whole qualification is not completed.

To find out more, contact the Rii team at [enquiries@riiskillscentre.com.au](mailto:enquiries@riiskillscentre.com.au)

