



CAPITAL CAREERS

CAREER COUNSELLORS • TRAINING CONSULTANTS

RTO ID 2194



**WE CARE
FOR YOUR
EDUCATION**

BSB40515 CERTIFICATE IV IN BUSINESS ADMINISTRATION

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.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

CAREER OPPORTUNITIES

- Accounts Supervisor
- Executive Personal Assistant
- Office Administrator
- Project Assistant

**This training is subsidised by the
NSW Government under the
Smart & Skilled Program**

*Eligibility Criteria apply**



**☎ 02 6253 0682
0468 390 176**

COURSE DETAILS

Total number of units 10

This qualification has no core units. 10 elective units, of which:

- 5 elective units must be selected from the Group A units.
- 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.

Course Duration: Up to 12 months full time, 24 months part time.

Refer to www.capitalcareers.com.au for full list of units & details.

This qualification is nationally recognised. RTO ID 2194

BSB40515 CERTIFICATE IV IN BUSINESS ADMINISTRATION UNITS OF COMPETENCY

ELECTIVE UNITS

UNIT CODE	UNIT NAME
BSBADM405	Organise meetings
BSBFIA401	Prepare financial reports
BSBITU401	Design and develop complex text documents
BSBITU402	Develop and use complex spreadsheets
BSBITU404	Produce complex desktop published documents
BSBCMM401	Make a presentation
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBRISK401	Identify Risk and Apply Risk Management Processes
BSBMKG413	Promote products and services
BSBFIA402	Report on financial activity

FOR MORE DETAILS www.capitalcareers.com.au

Canberra : Level 3 | Belconnen Churches Centre | Benjamin Way | Belconnen ACT 2617

Parramatta : Suite 506 | Level 5 | Westfield Office Towers | Westfield | 159 Church Street | Parramatta NSW 2150

Sydney CBD : Suite 102 | Level 1 | 32 York Street | Town Hall | Sydney NSW 2000

Adelaide : Level 3 | 118 King William Street | Adelaide SA 5000

YOUR NEXT STEP CONTACT US

ENTRY REQUIREMENT

- ✓ USI (Unique Student Identifier) Number
- ✓ Completion of Year 10 OR
- ✓ Mature age entry
- ✓ **L:** Reading and writing skills
- ✓ **L:** Oral communication skills
- ✓ **N:** Numeracy and mathematics skills

LEARNERS FEES

* The learners fees will vary based on eligibility criteria, for more information on eligibility and fees, please visit

www.smartandskilled.nsw.gov.au

Capital Careers also offers fee-for-service option for learners, who are not eligible for government subsidised training.