



BSB40515 Certificate IV in Business Administration

This certificate builds on Cert III Business Admin (BSB30415) & is focused on the day to day functions of behind running a business. It is also best suited to those who have 3-5 years' work experience & in a supervisory role. It is not necessary to have done the Certificate III.

Job titles may include: Executive Personal Assistant, Office Administrator

What is it going to do for me?

This qualification will expand your knowledge & skills in the management of an office environment.

You will be able to:

- communicate with business contacts & team members to promote products & services, give & receive feedback, & negotiate effectively to address conflicts
- identify learning opportunities to improve work practices & evaluate own performance & identifying areas for improvement
- organise resources, equipment & time lines
- plan for contingencies
- participate in professional networks & associations to obtain & maintain knowledge & skills
- use business technology business technology to collect, analyse & provide information

How long is it going to take?

As a student who is not studying under a Contract of Training as a trainee the learning is self-paced, so the length of time to complete the qualification is dependent on your current skills and capacity to commit time to your studies. The learning and assessment time of this qualification for a non-traineeship is 600 hours over a 2 year period. As a Trainee (studied under a Contract of Training) this qualification must be completed within your traineeship period of 24 months (2 years).

The length of study may be lessened where you can evidence relevant current competency for skills and knowledge. This may go towards recognition of prior learning (RPL) resulting in credit for one or more units of competency. ARO can provide assistance with the RPL process. Please contact our office and/or indicate your desire for RPL on the enrolment form.

How is the qualification delivered?

Traineeship: If you are currently employed in a business and your employer agrees to a traineeship relationship ARO will provide a combination of training modes. Trainers and Assessors will conduct training and verification of competencies achieved through on-job training (provided by your employer) at your workplace; you are provided a workbook to complete for each unit of competency and additional off-job training will be provided to help you achieve your qualification.

Non-Traineeship: If you are not currently employed in a business, ARO delivers the qualification completely off-job or ARO may be able to assist you to gain a traineeship. Please note ARO does not guarantee placement in traineeships.

www.aroeducation.com.au

Registered Training
Organisation: 40056

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What does the course contain?

- 10 Elective units in total are required to complete this qualification

Elective Units

- **5 elective units** must be selected from the **Group A** units listed below.
- The remaining **5 elective units** may be selected from the **Group A** or **Group B** unit 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.
- BSBITU307 Develop keyboarding speed and accuracy cannot be selected as an elective unit for this qualification.

As a general guideline we have the following suggestion of units, if you wish to choose alternative elective units please speak to ARO upon enrolling.

ELECTIVES Group A	
BSBADM401	Produce complex texts from shorthand notes
BSBADM405	Organise meetings
BSBFIA401	Prepare financial reports
BSBINM401	Implement workplace information system
BSBITA401	Design databases
BSBWRT401	Write complex documents
ELECTIVES Group B	
BSBADM409	Coordinate business resources
BSBCUS401	Coordinate implementation of customer service strategies
BSBFIA402	Report on financial activity
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements.

Fees: Please see our most recent [Fee Schedule](#) on our website.

Policies and Enrolment process: Please see our student hand book, this can be found on our website or by contacting ARO office and we can send one out to you.