



Flexible Training Solutions



BSB40515 Certificate IV in Business Administration

Overview:

This qualification reflects the role of individuals working in a range of complex administrative roles in various contexts. They have well developed administrative skills and a broad knowledge base which makes them successful in a wide range of administrative contexts.

Individuals at this level may provide leadership or guidance to individuals or a team. Duties can include organising meetings, maintaining a website, promotional or marketing activities, and implementing a workplace information system. They are able to produce complex spreadsheets, text documents, and presentations.

Course delivery & structure:

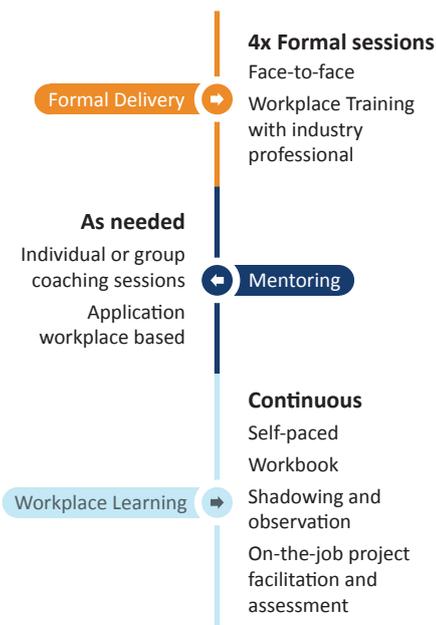
Delivery underpins our philosophy that work is the learning and learning is the work. We deliver a combination of formal training sessions and mentoring. We utilise a mix of on-the-job observation and questioning, and workplace based projects throughout our assessment tasks.

Participants are encouraged to challenge their existing knowledge and extend their boundaries whilst they expand their skill base.

To successfully attain the BSB40515 Certificate IV in Business Administration, students are required to complete a total of ten (10) units of competency, comprising of:

- 10 elective units, of which:
 - 5 units must be from Group A elective units over page;
 - 5 units may be selected from the Group A or Group B elective units, or any currently endorsed Training Package or accredited course at the same qualification level;
 - if not listed below, 1 of the electives units may be selected from a Certificate III or Diploma qualification.

Delivery Mode:



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Duration:

This program is typically delivered over 12-24 months.



Projects:

We believe to get the most out of a program, training should be applicable to a trainees job role. Projects directly impact and relate to your business.



Workplace mentors:

a workplace mentor will be assigned from within your business. This ensures that knowledge and skills are reinforced throughout the program.



This nationally recognised qualification is delivered by Flexible Training Solutions RTO ID 6333. It provides skills and knowledge to the industry standard. We actively tailor training for people from diverse backgrounds, including those with disabilities, and encourage all to apply.

For more information or to get started visit www.flexibletrainingsolutions.com.au

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Elective Units

Group A

BSBADM401	Produce complex texts from shorthand notes
BSBADM405	Organise meetings
BSBADM406	Organise business travel
BSBADM411	Produce complex texts from audio transcription
BSBFIA401	Prepare financial reports
BSBINM401	Implement workplace information system
BSBITA401	Design databases
BSBITU401	Design and develop complex text documents
BSBITU402	Develop and use complex spreadsheets
BSBITU404	Produce complex desktop published documents
BSBWRT401	Write complex documents

Group B

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

For more information contact us directly

Luke Campbell

☎ 0421 790 990

@ lukecampbell@ftspl.com.au

🌐 www.flexibletrainingsolutions.com.au