Flexible Training Solutions

BSB40515 Certificate IV in Business Administration

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.

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.

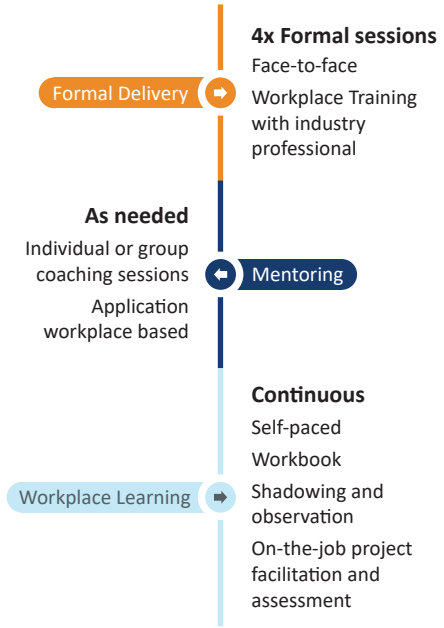
Course delivery & structure:
Delivery underpins our philosophy that work is the learning and learning is the work. We deliver a combination of formal training sessions and mentoring. We utilise a mix of on-the-job observation and questioning, and workplace based projects throughout our assessment tasks.

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:



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

BSBADM405	Organise meetings
BSBADM406	Organise business travel
BSBFIA401	Prepare financial reports
BSBINM401	Implement workplace information system
BSBITA411	Design and develop relational 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
BSBFIA412	Report on financial activity
BSBINN301	Promote innovation in a team environment
BSBITS411	Maintain and implement digital technology
BSBMKG413	Promote products and services
BSBMKG414	Undertake marketing activities
BSBMED401	Manage patient record keeping system
BSBREL401	Establish networks
BSBRES411	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

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Nationally Recognised Training

MSF17/2 18/02/2019

Flexible Training Solutions

Western Australia Traineeship Enrolment Fees

Code	Title	Hours	Enrolment Fee ($)	Concession Fee ($)	Existing Worker Fee ($)
BSB20215	Certificate II in Customer Engagement	385	1251.25	373.45	
BSB30115	Certificate III in Business	420	1365	407.4	
BSB30215	Certificate III in Customer Engagement	385	1251.25	373.45	
BSB30415	Certificate III in Business Administration	420	1365	407.4	
BSB40215	Certificate IV in Business	515	1673.75	499.55	
BSB40315	Certificate IV in Customer Engagement	585	1901.25	567.45	
BSB40515	Certificate IV in Business Administration	530	1722.5	514.1	
BSB40615	Certificate IV in Business Sales	410	1332.5	397.7	
BSB42015	Certificate IV in Leadership and Management	460	1495	446.2	
MSM30116	Certificate III in Process Manufacturing	558	1813.5	541.26	
SIR20216	Certificate II in Retail Services	305	991.25	295.85	
SIR30216	Certificate III in Retail	395	1283.75	383.15	
SIR30316	Certificate III in Business to Business Sales	330	1072.5	320.1	
SIR40316	Certificate IV in Retail Management	350	1137.5	339.5	
TLI20118	Certificate II in Road Transport Terminal Operations	350	1137.5	339.5	
TLI21216	Certificate II in Driving Operations	420	1365	407.4	
TLI21616	Certificate II in Warehousing Operations	320	1040	310.4	
TLI21815	Certificate II in Logistics	265	861.25	257.05	
TLI31216	Certificate III in Driving Operations	465	1511.25	451.05	
TLI31616	Certificate III in Warehousing Operations	540	1755	523.8	
TLI32416	Certificate III in Logistics	365	1186.25	354.05	
TLI41816	Certificate IV in Warehousing Operations	780	2535	756.6	
TLI42016	Certificate IV in Logistics	525	1706.25	509.25	3039.75
TLI50415	Diploma of Logistics	604	3497.16	1050.96	3497.16

JOBS & SKILLS WA

The Student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as Student service and resource fees. Existing Workers are eligible for State Traineeship funding for TLI42016 Certificate IV in Logistics and TLI50415 Diploma of Logistics.