



CERTIFICATE IV IN BUSINESS ADMINISTRATION



COURSE OUTLINE

www.adapteducation.com.au

1300 380 335

COURSE OVERVIEW

Welcome to Adapt Education!

LEARN

This course is ideal if you have experience in an administration role and are looking to increase your capacity to coordinate and manage tasks and contribute to a team.

This Nationally Recognised course consists of 10 units:

BSB40515 Certificate IV in Business Administration

BSBADM405 Organise meetings

BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements

BSBITU404 Produce complex desktop published documents

BSBITU401 Design and develop complex text documents

BSBITU402 Develop and use complex spreadsheets

BSBWRT401 Write complex documents

BSBCUS401 Coordinate implementation of customer service strategies

BSBADM409 Coordinate business resources

Electives (Choose 3 from the list below)

BSBRES401 Analyse and present research information

BSBINN301A Promote innovation in a team environment

BSBFIA401 Prepare financial reports

BSBWOR404 Develop work priorities

BSBHRM405 Support the recruitment, selection and induction of staff

BSBRSK401 Identify risk and apply risk management processes

BSBADM407 Administer projects

ENTRY REQUIREMENTS

It is expected that students have well developed written and verbal communication skills, basic numeracy skills and basic computer operating skills. Upon receipt of your enrolment form you will be asked to complete a short Language, Literacy and Numeracy (LLN) test. We will use the results of this test to gauge your suitability for the course and to identify if you will benefit from any additional support. Adapt is able to assist participants whom experience LLN issues, or a disability. For your own benefit we encourage you to disclose if flexible learning strategies may be required.

DURATION

You will have up to 2 years to complete but can progress at any pace. As a guide someone spending 8hrs per week on assessment, could expect to complete the course in approximately 6 - 8 months. Students receiving study benefits from Centrelink (education supplement) will be obligated to complete the course in: 25 weeks (full time) or 50 weeks (part time)

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ONLINE OR CORRESPONDENCE?

For the theory component of your course, you may choose:

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- Online: benefit from an easy to navigate elearning course. The online course is interactive, meaning less readings and more visually engaging resources.
- Correspondence: receive course resources in a hardcopy format. Resources are presented in a student portfolio for easy management. Assessment is provided on a USB stick.

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STUDY MODE

Self-paced study means that you can study at times and locations that suit you. No assessment due dates and no timetabled lectures or webinars. You can choose to study online using an interactive student portal or via correspondence with all materials posted out to you. Fast track your study or take your time – the choice is yours.

Blended study has all the perks of self-paced study with the addition of face-to-face sessions with your trainer. You can book as many or as few face-to-face sessions as you like.

SUCCEED

STUDENT SUPPORT

Regardless of the study mode you select, you will have unlimited access to your trainer through phone, email and instant messaging. We pride ourselves on having quick response times to every query. Delivery and assessment of this course can be customised. Please discuss your options with Adapt to ensure that we have created the course that best suits you.

GOVERNMENT FUNDING

This course is approved for funding through the following agencies/programs:

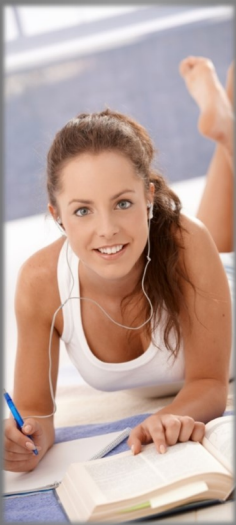
- Commonwealth Traineeships
- Centrelink (Education Supplement)

Contact us and we will let you know if you or your employer may attract funding.

PAYMENT

Payment plans are offered with no additional fees or charges. You can nominate the instalment amount and frequency you are comfortable with.

BSB40515 Certificate IV in Business Administration	Self-Paced
Standard course fee	\$2,500



HOW TO ENROL

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Read the Student Handbook and this Course Outline before you enrol:

1. Go to adapteducation.com.au/enrol-now to complete your enrolment online; OR
2. Call us on 1300 380 335 to enrol over the phone

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COURSE COMMENCEMENT

Upon receipt of your enrolment form an Adapt Education staff member will contact you to conduct a pre-enrolment interview and to confirm your enrolment. Prior to commencing your course you will be asked to complete a Training Needs Analysis (TNA). This will assist us to select the best course structure for you.

SUCCEED

COURSE INDUCTION

All Adapt Education students will receive a course induction. Inductions may be completed face-to-face, on Skype, or over the phone. During your induction, your trainer will: take time to explain how to navigate your course resources and assessments; and provide you with some guidance on the depth and content expected in some of the different assessments.

ASSESSMENT

Your assessment consists of two key areas:

- Theory assessment: text activities, written questions, projects, evidence portfolios.
- Practical assessment: includes demonstration of your skills in the workplace. Recorded as observations by your supervisor, practical placement person or trainer.

PRACTICAL

If you are already working in a role that involves administration, a practical placement will generally not be required. In instances where a student is not currently in a relevant job role, a practical placement of 200hrs should be arranged. Adapt Education can arrange your placement for you or you can arrange your own.

COURSE COMPLETION

On successful completion of all course requirements you will be issued a Nationally Recognised Certificate IV in Business Administration (BSB40515). All students completing or discontinuing their studies will be required to complete a student survey.

ADAPT EDUCATION RTO # 32452 | PO Box 5830 Manly QLD 4179 | info@adapteducation.com.au

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