



BSB40515 Certificate IV in Business Administration

National ID: BSB40515 | State ID: AVS9

About this course

This qualification will further develop your practical skills and knowledge of advanced office administrative procedures. You will learn to manage office administration staff in a wide variety of administrative contexts. You will also learn how to produce complex documents, prepare financial reports, organise meetings and complex travel schedules. There is a broad elective selection from which to choose your speciality or area of interest.

Study modes and durations differ depending on your local campus. Please check with your local campus for more information.

Overview

In order to comply with COVID-19 Government directed social distancing guidelines, some courses may include a mix of online and classroom based training delivery, as well as practical and work experience placements.

While the mode of delivery might vary, the content and key learning outcomes of the course will remain the same.

The precise mix of delivery method will vary from course to course. The time, place and method of delivery may also vary across the semester to ensure social distancing and safe training delivery for staff and students during the COVID-19 pandemic.

South Regional TAFE will provide students with adequate support to work in online environments where necessary.

Entrance requirements

School Leaver	Non-School Leaver	AQF
C Grades in Year 11 WACE General English, and OLNA or NAPLAN 9 Band 8	C Grades in Year 11 English and Maths or equivalent	Certificate II or Certificate III

Study pathway

Diploma of Business Administration or a range of other Diploma qualifications

Job opportunities

Successful completion of this qualification provides you with the opportunity to become an accounts supervisor, executive personal assistant, office administrator or project assistant.

Fees and charges

Please contact the college to receive an indicative price for this course. Your fees will be calculated from your individual circumstances at the time of enrolment.

Concessions (for eligible courses at certificate levels I to IV) and annual course fee caps may apply. Other charges may apply.

VET Student Loan

Students in Diploma qualifications and above may be assisted through a loan under the Commonwealth Government's VET Student Loan scheme. Only an Australian citizen, a permanent humanitarian visa holder and resident in Australia, or a New Zealand Special Visa 444 student who can also provide evidence of a WACE Certificate (completion of Year 12) or equivalent can apply for a loan. For more information please see <http://studyassist.gov.au/sites/StudyAssist/> (Opens in a new window)

For information on the VET Student Loan process at South Regional TAFE please see <http://www.southregionaltafe.wa.edu.au/futurestudents/vet-student-loans>

International students

Fees, charges, available locations, applications, and enrolment procedures for international students are different to those applicable to local students.

International students can only study full-time. For information on international student fees and application, please



*We're working for
Western Australia.*

follow this link to the TAFE International WA website www.tafeinternational.wa.edu.au/courses

Please note, fees are subject to change.



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