



BSB40516

## Certificate IV in Business Administration

### Business admin has so much to offer!

If you are seeking to advance your career in business administration, then the BSB40515 Certificate IV in Business Administration is for you. This qualification is suited to a range of individuals who use well-developed administrative skills and a broad knowledge base in a wide variety of administrative contexts. They apply solutions to a defined range of unpredictable problems and analyse information from a variety of sources.



Starting:



Duration:



Venue:



Price:

Please visit [novaskill.com.au/](https://novaskill.com.au/)  
course-calendar to see our  
scheduled upcoming courses or  
contact your local branch for next  
available dates and more details.



**NSW Students:** This training is subsidised by the NSW Government. For consumer protection information please visit <https://smartandskilled.nsw.gov.au/for-students> or call 1300 772 104.

**QLD Students:** This training is funded by the Queensland Government.  
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# Certificate IV in Business Administration

Get ready to thrive in any business with this diverse qualification.

## Potential career outcomes

Upon successful completion of the qualification, career pathways may include, but are not limited to:

- Administrator
- Executive Personal Assistant
- Project Officer

## Duration

Students are able to study full time, part time or with an employer as a traineeship for a maximum of 24 months.

## Delivery method

This course can be delivered face-to-face in a classroom, self-paced via correspondence, online or as a combination. Please ask for more details.

## Work Placement

This qualification does not require mandatory work placement. However, access to a workplace will provide a real life, on-the-job experience and the opportunity to practise what you learn. It is suggested that at least 30 hours of work simulation/experience be undertaken.

## Units of Competency

Students complete 13 units.

## Pre-requisites

There are no specific pre-requisites for this course. Students may be required to undertake an initial pre-enrolment assessment to determine their suitability for this level of study.

## Pathways

Graduates may choose to further their study through enrolment in BSB40215 Certificate IV in Business, BSB42015 Certificate IV in Leadership and Management or BSB51915 Diploma of Leadership and Management.

## Student Support

Friendly support, advice and assistance is provided by our teaching staff and Student Services Division to all students.

## Price

The price for this qualification is based upon specific eligibility requirements and concessions may be available to some students. Please contact us for more details and a quote. Payment options may vary.

## Awarded by

HGT Australia Ltd. trading as Novaskill/HGT Australia International College. RTO Code: 6996.

## Your Qualification

Successful completion of this course will lead to a nationally recognised qualification in Australia.



**For more information about this course, including units of competency, please ask for a Course Guide. For information about enrolment, please see our Student Handbook.**



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