



CERTIFICATE IV IN BUSINESS ADMINISTRATION

COURSE CODE BSB40515

ADVANCE YOUR CAREER

IPS Institute BSB40515 Certificate IV in Business Administration provides you with an introduction to core business management principles. Stand out from the pack with this advanced business administration skill set and set yourself up for career success.

You will gain a broad foundation across core business and administrative functions, including successful strategies for implementing workplace information systems, operations management, project management writing complex business documents.

You will learn:

- ✓ Advanced understanding across numerous core business and administration functions
- ✓ Master the art to adapting to changes in business systems, office procedures and technology
- ✓ Design and develop relational databases
- ✓ Manage financial reporting

Our emphasis is on delivering quality training enabling students to reach their goals and aim for career advancement



**100%
ONLINE
LEARNING**



**30 DAY
RISK FREE
GUARANTEE**



**UNLIMITED
1:1 VIRTUAL
SUPPORT**



**NATIONALLY
ACCREDITED
QUALIFICATION**

COURSE STRUCTURE

To obtain the BSB40515 Certificate IV in Business Administration you must achieve competency in (10) ten elective units.

There are no core units for this qualification. Elective units, of which:

- (5) five elective units must be selected from the Group A units listed below
- (5) five elective units may be selected from the Group A or Group B units listed below, or any currently endorsed Training Package or accredited course at the same qualification level where offered by IPS Institute
- if not listed below, (1) one elective unit may be selected from either a Certificate III or Diploma qualification from any currently endorsed Training Package or accredited course where offered by IPS Institute.

TRAINERS AND ASSESSORS

Our team of Learning Coaches are available to help you go over specific course content and provide practical advice from someone who has many years of hands-on real experience in the industry. IPS Learning Coaches share the real world of work with their students.

GET QUALIFIED

Based on prior learning and work experience in a related field IPS Institute will conduct a Recognition of Prior Learning evaluation giving you the ability to fast track this qualification. Previously completed units of competencies or qualifications in a related field may provide you eligibility to Credit Transfer the units you have already completed.

**A TOTAL OF 10 UNITS ARE
REQUIRED TO ACHIEVE THIS
QUALIFICATION**

SAMPLE ELECTIVE UNITS

GROUP A UNITS

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 A UNITS

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
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



KEY INFORMATION

ENTRY REQUIREMENTS

Our students are required to be 18 years or older at the time of registration and demonstrate the required level of competency in English language, literacy and numeracy skills, and computer skills. If English isn't your first language, you may be required to sit an LLN test to ensure you are suitable to undertake the course.

CAREER OPPORTUNITIES

Potential career outcomes for those who complete the BSB40515 Certificate IV in Business Administration include:

- Office Administrative Assistant
- Customer Service Representative
- Office Supervisor
- Office Administrator
- Executive Assistant
- Secretary

RESOURCES

We designed our courses to be aligned with industry expectations and we deliver the skills that tomorrow's workforce needs today. We take the time to understand your goals providing personalised and flexible learning solutions driven by our dedicated mentors and support teams. We focus on providing real outcomes and making a difference in our students' lives.

ABOUT IPS INSTITUTE

IPS Institute (RTO #32186) has been a registered training organisation since 2006. We support organisations, business owners, teams, and individuals to gain their skill acquisition through real work applications and enhance their soft skills for a brighter and more productive future.

Each of our trainers brings years of real-world experience and expertise from their respective fields. They will mentor and support you and your staff to ensure everyone embarks upon a successful and fulfilling career.

Our motto is Learn More | Earn More.

SIMPLE PAYMENT OPTIONS

Our courses are designed for adult learners with busy lives. We know life can be unpredictable and circumstances change, that's why we make our study options as flexible as we can to cater to your lifestyle. We offer transparent payment plans as well as discounted upfront payment options plus our administrative fees are simple. You will see your complete schedule of fees before you make any payments.

We offer you:

RPL Applications Cost = \$0

6-Month Extension Cost = \$0

Upon enrolment you will receive and IPS Institute Induction which includes:

- Complimentary profile test to determine your strengths so that we can tailor your elective selections to meet your specific needs
- Short course on-line explaining your profile
- Career Alignment Pathway Session (30 mins) to guide you on your path to career success
- Access to our private IPS Institute Facebook Group where you can interact with other students and faculty
- Monthly webinars for professional and personal development with our CEO Victoria Jennings

Free Deferral:

You can pause your studies, then pick them back up when you're ready*.

Free Extension

If you require additional study time, we can help*

**Terms and conditions apply*



FREQUENTLY ASKED QUESTIONS

WHAT ARE THE REQUIREMENTS DO I NEED TO COMPLETE THE COURSE?

You will need regular access to a laptop, desktop computer or another device with an adequate and reliable Internet connection, at least the equivalent of Microsoft Office, Office for Mac, with word processing capabilities and spreadsheets and a PDF reader installed.

WHAT SUPPORT IS PROVIDED?

All support is provided by IPS. You can book in coaching calls when you need them as well as send through support requests to be answered by our Learning Coaches.

I WORK FULL TIME, CAN I ACCESS MY COACH AFTER HOURS?

Our coaches work late on selected nights and are happy to book in after-hours calls. We have students across all time zones, so our Learning Coaches are conscious of accounting for time differences.

HOW LONG DOES THE COURSE TAKE?

Our courses are completely self-paced, meaning you can study around your lifestyle. No strict deadlines. No inflexible classes to work around. No pressure to work to someone else's schedule. Depending on the time you commit and your learning style, studying part-time you could see you complete the course in approximately 16 months.

HOW IS THE COURSE DELIVERED?

The course is delivered 100% online through our student portal. You'll complete written activities and practical assessment tasks to demonstrate what you've learned throughout the unit. You will have access to a Learning Coach for any questions or clarifications you may need. You will also have access to webinars from our CEO and Learning Coaches.

WHAT ARE THE ASSESSMENTS?

There are no exams for the course. All assessments involve case studies, multiple-choice questions, short-answer questions, roleplays, business plans.

WHEN CAN I START?

We have no restrictive intake periods, so you can start as soon as we've processed your course registration and official enrolment form. This is typically done in as little as two business days. We also have options to start your payment plan while delaying your course commencement date until you're ready to begin studying within three months.

DURATION

This course is competency-based so you can progress at your own pace. Depending on your level of experience and eligibility for Recognition of Prior Learning and Credit Transfer it may take you from 6 - 36 months.

IPS INSTITUTE GUARANTEES



STUDENT FOCUSED

We designed our courses to be aligned with industry expectations and we deliver the skills that tomorrow's workforce needs today.



QUALITY CONTENT

We designed our courses to be aligned with industry expectations and we deliver the skills that tomorrow's workforce needs today.



CUSTOM DELIVERY

We take the time to understand your goals providing personalised and flexible learning solutions driven by our dedicated mentors and support teams.



FULL SUPPORT

Our Learning Coaches are experts in their industries with a wealth of knowledge and real-world experience and are committed to helping you achieve your goals.

Take your career to the next level!

ENROL TODAY!



@IPSInstitute



@IPS_Institute



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