BSB40515 Certificate IV in Business Administration
BSB40515 Certificate IV in Business Administration

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release 3</td>
<td>This qualification first released with BSB Business Services Training Package Version 3.0. Version created to update codes and titles in unit list.</td>
</tr>
<tr>
<td>Release 2</td>
<td>This version released with BSB Business Services Training Package Version 2.0. Version created to update unit list.</td>
</tr>
<tr>
<td>Release 1</td>
<td>This version first released with BSB Business Services Training Package Version 1.0.</td>
</tr>
</tbody>
</table>

Qualification Description

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.

They may provide leadership and guidance to others.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

Nil

Packaging Rules

Total number of units = 10

This qualification has no core units
10 elective units, of which:

- 5 elective units must be selected from the Group A units listed below
- 5 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
- if not listed below, 1 elective unit may be selected from either a Certificate III or Diploma qualification from any currently endorsed Training Package or accredited course
- BSBITU307 Develop keyboarding speed and accuracy cannot be selected as an elective unit for this qualification.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

**Elective Units**

**Group A**

- BSBADM401 Produce complex texts from shorthand notes
- BSBADM405 Organise meetings
- BSBADM406 Organise business travel
- BSBADM411 Produce complex texts from audio transcription
- 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 units**

- BSBADM407 Administer projects
- BSBADM409 Coordinate business resources
- BSBCCM401 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

Qualification Mapping Information

<table>
<thead>
<tr>
<th>Code and title current version</th>
<th>Code and title previous version</th>
<th>Comments</th>
<th>Equivalence status</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB40515 Certificate IV in Business Administration Release 3</td>
<td>BSB40515 Certificate IV in Business Administration Release 2</td>
<td>Updated codes and titles in unit list</td>
<td>Equivalent qualification</td>
</tr>
</tbody>
</table>

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10