

Study now and get skilled through a **Government subsidised course** at an award-winning education provider



**Pacific College
of Technology**

Since 2002 CRICOS: 02668F

Tel: 02 9649 7767

Course: BSB40120 - Certificate IV in Business (Administration)

Mode of Study: Classroom-based or Workplace-based

Online Mixed

Type: Qualification Traineeship

Course start: Flexible start dates

Duration: 12 Months

GOVERNMENT FUNDING

The NSW state government, under its Smart and Skilled program will offer subsidies or funding in selected accredited national qualifications for eligible people to study VET courses in their desired career pathway. BSB40120 Certificate IV in Business (Administration) at Pacific College of Technology is an approved program for NSW Smart and Skilled funding.

You are eligible for government funded training if you ticked all the following:

- 15 years old or over
- No longer at school
- Living or working in NSW
- An Australian citizen, Australian permanent resident, Australian permanent humanitarian visa holder or New Zealand citizen

Eligibility for apprentices and trainees

NSW apprentices and some new-entrant trainees may be eligible for a government subsidy for the training that supports their apprenticeship or traineeship. If you have already completed a Certificate IV or higher-level qualification, this does not affect your eligibility.

Please contact Pacific College of Technology on 02 9649 7767 for further information on your eligibility.

COURSE INFORMATION

Course summary

This course is a nationally recognised qualification which will develop your abilities in applying solutions to a defined range of unpredictable business challenges. It will train you to analyse

and evaluate information from a variety of sources. You will be guided by experienced trainers who have contacts within industry, as well as multiple support networks for student support. When you successfully complete this course, you will have gained valuable preparation for office administrator and project assistant roles, and you will also have established a pathway to further business studies if you wish to continue your education.

Career Opportunities

Upon successful completion of all units in this course, students are awarded the BSB40120 Certificate IV in Business (Administration).

Potential career opportunities relevant to this qualification include:

- Executive Personal Assistant
- Office Administrator
- Project Assistant

Course structure

To attain BSB40120 Certificate IV in Business (Administration), the BSB Training Package requires students to complete 12 units of competency, as listed below:

Unit Code | Unit Name

BSBCRT411	Apply critical thinking to work practices
BSBTEC404	Use digital technologies to collaborate in a work environment
BSBXCM401	Apply communication strategies in the workplace
BSBWHS411	Implement and monitor WHS policies, procedures and programs
BSBTWK401	Build and maintain business relationships
BSBWRT411	Write complex documents
BSBOPS405	Organise business meetings
BSBTEC401	Design and produce complex text documents
BSBPEF401	Manage personal health and wellbeing
BSBINS402	Coordinate workplace information systems
BSBPEF402	Develop personal work priorities
BSBTEC402	Design and produce complex spreadsheets



Entry Requirements

International students seeking admission to this course must have completed Year 12 or equivalent and have a IELTS score of 5.5 or equivalent

Qualification Pathway

After achieving this qualification, students may undertake Diploma or similar qualification in accounting and financial sector.

Computing requirements

You will need access to a computer and the internet and you must have basic computing skills. Minimum specifications for your computer are:

- Microsoft Office 2010 or equivalent
- Broadband internet connection
- 2GB of RAM - CD-ROM or DVD drive
- Adobe Reader XI or equivalent
- Adobe Flash Player 10 or higher

Some units may require specialised software. You may be required to purchase some text books which will be advised by your teacher.

Course duration

This course is delivered on flexible, self-paced learning mode that can be completed between 6 to 12 months.

What will I learn?

This course will equip you with a solid grounding of information to begin or proceed in your business career. You will learn how to prepare and develop spreadsheets for a variety of applications. You will gain skills in identifying and sourcing information needs and how to collect, analyse and report information. As well as this, competencies in investigating current

practices in relation to resource usage are highlighted on the curriculum.

Assessments

A range of different assessment methods will be used such as:

- Simulated workplace activities/ scenarios/ role plays
- Exams and Online Quizzes
- Projects/Assignments
- Class Activities
- Practical/demonstration

Recognition of Prior Learning (RPL)

RPL is the acknowledgment of current skills and knowledge which you may have gained from a range of experiences including work, volunteering, study and general life experiences. It is achieved through the assessment of evidence you provide against a set of criteria in a qualification. If you believe you meet the eligibility for RPL or Credit Transfer, please apply to the College.

Course start dates

Please contact the College for course start dates.

Campus location

The classroom based delivery for this qualification will be conducted at the Pacific College of Technology's delivery site at Auburn NSW: Level 1, 91-95 Rawson Street Auburn NSW 2144

Apply now

To enrol in a government-subsidised Smart and Skilled course, just follow these steps:

- Check whether you may be eligible for government-subsidised Smart and Skilled course
- Select the course you want to apply for and get an estimate of the course fee
- Complete Enrolment form and provide requested documents to the College
- The College will be in contact regarding the progress of your application
- Contact us on 02 9649 7767 or email us at info@pct.edu.au

START YOUR JOURNEY WITH

Pacific College of Technology

Level 1, 91-95 Rawson Street, Auburn NSW 2144 Australia

E-mail: info@pct.edu.au | Phone: (02) 9649 7767 | Fax: (02) 9649 7787

Website: www.pct.edu.au | RTO No: 91151 | CRICOS Provider Code: 02668F

For more information on NSW SMART AND SKILLED PROGRAM please visit smartandskilled.nsw.gov.au.