VET Course Handbook

Certificate IV in Business Administration
WELCOME

Welcome to The William Light Institute (TWLI)! Thank you for choosing TWLI and congratulations on receiving an offer to study at TWLI campus.

Studying as an international student is full of challenges and excitement. We hope you enjoy your time at TWLI and take advantage of the opportunities that come your way. Your tertiary education and the friends you create will prove to be of utmost importance to your career. Tertiary life is one of the most important experiences you will have.

From the management and staff of TWLI, we wish you all the success!

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*CERT IV IN BUSINESS ADMINISTRATION Course Handbook v1*

**Authorised by:**

**Document Owner:**

Smartfutures Pty Ltd T/A The William Light Institute

**Version:**
THE WILLIAM LIGHT INSTITUTE

William Light was the founder of the beautiful city of Adelaide in 1836. He was also the first Surveyor-General of South Australia. William Light is often described as a visionary, an innovator, an entrepreneur and above all a dedicated professional. The William Light Institute, a leading educational institution located in the heart of Adelaide, seeks to emulate the values and attributes of our namesake and continue an educational tradition that has produced three Nobel Laureates. The William Light Institute provides a range of cutting edge high quality career oriented courses in Vocational Education and Training, Undergraduate and Postgraduate degrees.

MISSION
To seek to provide a 21st-century learning experience that will prepare students for a successful career in a global society. To be recognised internationally as a quality private Registered Training Organisation.

VISION
The William Light Institute will build a tradition of innovation and professionalism in following the career of our namesake, Surveyor General William Light. We will achieve this through excellent teaching across a focused range of career orientated disciplines and professions. We will be a growing, internationally orientated, financially sustainable organisation, with a clear set of directions and a fundamental focus on student learning. We will provide a vibrant intellectual environment that will be satisfying for staff, rewarding for students and relevant for business. We will contribute to society through the provision of opportunities for international students to engage in and become a real part of Australian culture and community.
VALUES
TWLI is committed to the highest intellectual and ethical standards in teaching and learning and to encourage the creation of new knowledge with diversity so as to prepare our students to make a positive impact in engaging with the community. The William Light Institute’s value is based on:

- We will pursue excellence in all we do
- Our focus is on student learning and maximizing the benefits of education
- We will encourage and support freedom of inquiry scholarship and expression
- We will encourage innovation and creativity
- We will listen, learn and collaborate with all our stakeholders
- We will facilitate our students becoming a part of Australian life and community whilst support students home cultures, tradition and ensure social justice
- We will operate with fairness integrity, and responsibility
ADMINISTRATION & STAFF

Mr. Gregory Black  
*President*

Ms. Mona Dharma  
*Principal & Managing Director*

Dr. Rhodora Abadia  
*Academic Director*

Ms. Kate Davis  
*Director of Nursing Programs*

Ms. Di Blackwood  
*VET Coordinator*

Ms. Lisa Javier  
*Senior Student Services Officer*

Mrs. UranTserenjav  
*Admissions Officer*

Mr. Nang Tri Tran  
*IT & Administrative Support Officer*
CERTIFICATE IV IN BUSINESS ADMINISTRATION

Qualification: BSB40507 Certificate IV in Business
Training Package: BSB07 Business Services Training Package
Duration: 420 NOMINAL HOURS

OVERVIEW

This course is for people who desire well developed supervisory administrative skills and possess a broad knowledge base in a wide variety of administrative roles. Students will learn to apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. Students who complete this course may provide leadership and guidance to others with some limited responsibility.

CAREER OPPORTUNITIES

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include accounts supervisor, executive personal assistant, office administrator, project assistant.
ARTICULATION
Students who complete this course can apply to do BSB50407 Diploma of Business Administration or a range of other Diploma qualifications. In addition, depending on units/electives completed in this course, students may be eligible for advanced standing in other courses and other Training Package qualifications.

ENTRY REQUIREMENTS

There are no entry requirements for this qualification. However, to ensure an appropriate learning opportunity, participants would need to demonstrate a capacity to undertake study at Certificate IV level, this can be demonstrated via the following:

- Completion of Year 12 or demonstration of relevant industry experience; or
- Preferred pathways for candidates considering this qualification include:
  - BSB30407 Certificate III in Business Administration or other relevant qualification/s
  - Vocational experience in providing administrative or operational support to individuals and/or teams but without a formal business administration qualification.

Examples of indicative job roles for candidates seeking entry based upon their vocational experience include:

- Accounts Receivable Clerk
- Accounts Payable Clerk
- Clerk
- Data Entry Operator
- Junior Personal Assistant
- Medical Records Officer
- Receptionist
- Office Administration Assistant
- Office Administrator
- Word Processing Operator.
This breadth of expertise would equate to the competencies required to undertake this qualification.

## COURSE STRUCTURE

### WHAT YOU MUST DO TO COMPLETE THE COURSE?
You must complete 10 units specified below to complete this course.

This course reflects the packaging requirements for BSB40507 Certificate IV in Business Administration (Release 3) within the BSB07 Business Services Training Package, Release 9.0. The rules from BSB07 R9.0 Training.

<table>
<thead>
<tr>
<th>Group A Units</th>
<th>Group B Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Financial Administration</strong></td>
<td><strong>IT Use</strong></td>
</tr>
<tr>
<td></td>
<td><strong>BSFIA401A</strong> Prepare Financial Reports</td>
</tr>
<tr>
<td></td>
<td><strong>BSBITU402A</strong> Develop and use complex spreadsheets</td>
</tr>
<tr>
<td><strong>General Administration</strong></td>
<td><strong>BSBADM407B</strong> Administer projects</td>
</tr>
<tr>
<td><strong>BSBADM405B</strong> Organise Meetings</td>
<td></td>
</tr>
<tr>
<td><strong>BSBINM401A</strong> Implement workplace information system</td>
<td><strong>BSBEBU401A</strong> Review and maintain a website</td>
</tr>
<tr>
<td><strong>IT Use</strong></td>
<td></td>
</tr>
<tr>
<td><strong>BSBWRT401A</strong> Write complex documents</td>
<td></td>
</tr>
<tr>
<td><strong>Writing</strong></td>
<td></td>
</tr>
<tr>
<td>Interpersonal Communication</td>
<td>BSBCMM401A Make a presentation</td>
</tr>
<tr>
<td>----------------------------</td>
<td>---------------------------------</td>
</tr>
<tr>
<td>Work Health and Safety</td>
<td>BSBWHS401A Implement and monitor WHS policies, procedures and programs to meet legislative requirements</td>
</tr>
<tr>
<td>Elective Unit At Cert IV Level</td>
<td>CHCAOD402B Work Effectively in the Alcohol and Other Drug Sector</td>
</tr>
</tbody>
</table>

**RECOGNITION OF PRIOR LEARNING**

Recognition of prior learning is a process that assesses the individual’s formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes or standards for entry to, and/or partial or total completion of, a qualification.

Applicants with relevant on-the-job experience or with completion of part of a relevant course may be eligible for Recognition of Prior Learning. Participants who might be eligible for Recognition of Prior Learning need to provide details of their relevant qualifications or experience to WLI. If you feel that you may be eligible to receive RPL, contact the admissions office at admissions@wli.sa.edu.au or call at (08) 8223 2544 before enrolling.

What is the process:

Refer to the [Recognition of Prior Learning Information Sheet](#) for details.
DELIVERY AND ASSESSMENT ARRANGEMENTS

Duration
The training program for BSB40507 Certificate IV in Business is delivered for 20 hours per week over 21 weeks (420 hours) for full-time students.

Delivery modes

- Face to face full-time 20 hours per week over 21 weeks
- Blended – 5 day workshop and online (maximum of 30 weeks)
- On-line (maximum of 40 weeks ie 4 weeks per unit)

This qualification is offered through a wide range of delivery modes. The mode chosen will suit the particular need of the individual and or the client group. The main mode of delivery is facilitated. This mode of delivery allows for trainer input and direction, students will be directed through a sequence of units of competency. Students learning under this mode of delivery will be offered the opportunity to learn within a group environment. In this mode, learning activities and sequenced learning events throughout the training period is offered. Set times will be allocated for submission of assignments and dates allocated for formal assessment.

In some cases, students are offered a classroom based environment where they are supported by a trainer to complete a non-sequenced, individually chosen set of units of competency – allowing for part-time students and off-job trainees to attend and be supported in a classroom environment. This is normally offered to local students.
The type of delivery for this training program will be based on the overall objectives, learning characteristics and diversities of the group. A combination of assessment tools are utilised to maximise active participation.

All students are given a sample training program schedule as a guide to delivery sequence. This sequence may change depending on the competencies the students have and how quickly they acquire the required competencies.

**ASSESSMENTS:**

TWLI ensures that assessment arrangements:
- cover all elements of the unit of competency being assessed;
- address task skills, task management skills and job/role environment skills; and
- are consistent with evidence guide for the relevant unit of competency as this specifies the context of assessment, the critical aspects of competency, the required underpinning knowledge and skills and the identification of key competencies and their performance level.

The assessment process may include a combination of presentations, projects, and written assessments. Assessments will be conducted at set intervals throughout the program. As this is a competency based program, assessment continues throughout the program until the participant either achieves competency in the assessment tasks or a further training need is identified and addressed.

Each unit of competency has an individual assessment tool and mapping document. The document addresses the required skills, knowledge and critical aspects of the assessment. It also outlines the assessment methods, provides instructions to the assessor and students, and ensures that the assessment is summative.

All participants are advised of the assessment requirements at the beginning of each unit.

A range of informal assessment procedures are also employed by trainers during the learning process in order to modify teaching and learning activities to improve student attainment of the competencies. This is achieved through using the tasks outlined in the learner's resources as practice. These tasks are separate to the summative assessment process that concludes each unit of competency.
RESOURCES

Resources will vary depending on the units selected. Each unit strategy includes a list of the resources required to deliver that unit. Generally the following resources are required to deliver and assess this qualification.

TRAINING AND ASSESSMENT RESOURCES:

Each learner has the following resources (see Unit Strategy for particular unit):

- Learner Manual/Textbook
- Trainer/Assessor Guide
- Training Plan
- PowerPoint Presentation for class room training
- Assessment Records

The William Light Institute may be required to customise and/or contextualise the learning and assessment materials and processes (case studies, assessment activities and questioning) to support their client’s needs which then allow for workplace application.

ADDITIONAL INFORMATION

Further information is available from The William Light Institute

telephone +61 8 8223 2544
email: info@wli.sa.edu.au