



Westminster College

Suite 501, Level 5, 541 Kent Street,
SYDNEY NSW 2000

RTO # 91244 CRICOS # 02766D

Phone No: 02 - 9264 6144



NATIONALLY RECOGNISED
TRAINING

The above logo symbolises a
Registered Training
Organisation (RTO) that is any
organisation that is registered to
deliver Australian Nationally
Recognised Training and
qualifications

BSB40515 Certificate IV in Business Administration

Course Code: 087690E

BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	EA
BSBADM405	Organise meeting	EA
BSBFIA401	Prepare financial reports	EA
BSBCMM401	Make a presentation	EA
BSBITU401	Design and develop complex text documents	EA
BSBADM409	Coordinate business resources	EB
BSBITU402	Develop and use complex spreadsheet	EA
BSBFIA412	Report on Financial Activity	EB
BSBINM401	Implement workplace information system	EB
BSBWRT401	Write complex documents	EB

Entry Requirements	<p>Enrolment of participants will be subject to meeting the following requirements:</p> <ul style="list-style-type: none"> • Must be 18 years of age or over; and • Successful completion of Year 10 or its equivalent <p>There are a range of alternate elective (E) Units of Competency (UOC) available that may be able to be substituted for the listed elective UOC above, but a determination will need to be made by the RTO as to whether they are within the capabilities of delivery and assessment by Westminster College. To review the electives as listed in the National Training Package, they are available at https://training.gov.au/Training/Details/BSB40515. Core (C) UOC cannot be changed.</p>
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Outcome	<p>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.</p> <p>Licensing/Regulatory Information</p> <p>No licensing, legislative or certification requirements apply to this qualification at the time of publication.</p>
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Education & Migration Agents	<p>Westminster College uses the resources of Registered Education and/or Migration Agents for the recruitment of International students. Our recommended agents are listed on the College website http://www.westminster.nsw.edu.au/. If you wish to use the services of a different agent, please do not hesitate to Contact Us by our website or enquiries@westminster.nsw.edu.au/</p>
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Training Locations	The presentation and conduct of this training program requires theory and practical skills. To successfully provide this requirement the training and assessment will require a commercial location. Public transport is readily available and will be a student's responsibility.
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For latest and updated information **PLEASE** refer to the College website www.westminster.nsw.edu.au

Course Information

Introduction

There are no specific entry requirements for this program and it is targeted for domestic students. The development of the program was with consultation with industry advisors to respond to a need that has developed for additional educational vacancies for specialist aged care industry positions that will benefit from Nationally Recognised Training.

Several units of competency require the use of a computer. You are expected to supply your own device such as a laptop, notebook or pad that is capable of Wi-Fi connectivity and loaded with the Microsoft suite of programs.

As a candidate, you will be required to show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role.

This course is accredited by the Australian Skills Quality Authority (ASQA) and is compliant with the Australian Qualification Framework				
Duration and Conduct	To maintain satisfactory course progress, a student is expected to maintain satisfactory attendance, as well as participate in classroom learning activities. Students are also required to successfully complete all their assessment tasks. This represents satisfactory course progress.			
Tuition Fee	\$8,000.00 not including the required textbooks.		Total Fee Due	\$8,400.00
Material fee	\$400.00 Covering the purchase of all required text and reference material (\$302.50) and a fixed printing charge (\$97.50)			
Payment schedule <small>(Prior to the commencement of the next Unit of Competency)</small>	1st	2nd	3rd	4th
	\$2,500.00	\$2,000.00	\$2,000.00	\$2,000.00
Tuition Fee Payment	Westminster College collects student fees in advance and therefore it will comply with the following options for initial and continuing fee collection and registration: <ul style="list-style-type: none"> Students, or the person responsible for paying the tuition fees, can now choose to pay more than 50 per cent of their tuition fees before they start their course; Westminster College cannot require students to pay more than 50% of their tuition fees before they start the course; A payment plan for any outstanding fees can be negotiated and will be detailed on a separate document. 			
Enrolment fee	\$200.00 – Non-refundable. Included in tuition fee.			
Certification	All assessments must be completed successfully for the issue of a Certificate. A completion less than all UOC will see a Statement of Attainment issued. All financial payments must be completed before any certification is issued.			

Assessment

Westminster College will use a combination of assessment methods and approaches which will involve collecting a range of evidence for ensuring consistency of competency. Assessment may include written assignments, projects and portfolio of evidence. The portfolios may include forms, templates and resources produced, documents completed and handouts.

Course Conduct

The program will be delivered by Westminster College at a location that meets the College environmental requirements as an institution based Training and Assessment program.

A students' program is considered to have completed of a successful academic program with a determination of **COMPETENT** in 10 Units of Competency over a maximum period of 36 study weeks. The delivery method that will be available is face to face institution based. A six (6) week additional period is made available, at the end of the scheduled program (36 weeks), for the submission of any outstanding assessments and any re assessment. Any successful UOC completed but is less than the entire qualification will be recognised by the issue of a Statement of Attainment. There will be scheduled breaks during the year for the application of intervention methods for affected student's and a term break for others; there is a programmed extended break during December/January.

Recognition of Prior Learning (RPL) - is the formal recognition of the skills and knowledge a person has regardless of how or where these skills may have been attained, that is, through formal or informal training work experience, (paid and unpaid) voluntary work and life experience. The evidence provided for RPL must address the currency of competencies being assessed. Westminster College confirms that all students, potential or actual, of all offered accredited courses are provided with full recognition of their current skills and knowledge. Westminster College promotes acknowledgment of 'non-traditional' forms of

learning as valid pathways for recognition of competency achievement during the RPL assessment process. RPL will result in exemptions and it can be determined by applying for an application from your agent or directly from Westminster College.

Campus Location

Suite 501, Level 5, 541 Kent Street, SYDNEY NSW 2000

Email: enquiries@westminster.nsw.edu.au

Website www.westminster.nsw.edu.au

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