

BSB40515 Certificate IV in Business Administration

Packaging Rules: 10 Elective Units

(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 Unit Codes	Elective Unit Title	Task Types	Available
Group A			
BSBADM405	Organise meetings	Task 1 – Practical: Making the Arrangements Task 2 – Practical: Preparing the Paperwork Task 3 – Practical: Holding a Meeting Task 4 – Evidence Record	✓
BSBADM406	Organise business travel	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Prepare Itinerary Task 3 – Practical: Ensure Agreement Task 4 – Evidence Record	✓
BSBFIA401	Prepare financial reports	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Asset Registers Task 3 – Theory: Short Answer Questions Task 4 – Practical: General Ledger Accounts Task 5 – Practical: End of Period Financial Reports Task 6 – Evidence Record	✓
BSBINM401	Implement workplace information system	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Plan the System Task 3 – Oral Questions Task 4 – Evidence Record	✓
BSBITU401	Design and develop complex text documents	Task 1 – Theory: Short Answer Questions Task 2 – Project: Prepare and Design Complex Documents Task 3 – Practical: Adding Complex Tables and Other Data Task 4 – Project: Complex Tables Task 5 – Evidence Record	✓
BSBITU404	Produce complex desktop published documents	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Desktop Publishing Format Task 3 – Practical: Desktop Publishing Portfolio Task 4 – Theory: Short Answer Questions Task 5 – Evidence Record	✓

Qualification Mapping

Elective Unit Codes	Elective Unit Title	Task Types	Available
BSBWRT401	Write complex documents	Task 1 – Practical: Report Conveying High Level Information Task 2 – Practical: Report for Centre Managers' Information Task 3 – Practical: PowerPoint Presentation for Each Centre Team Information Task 4 – Evidence Record	✓
Group B			
BSBADM409	Coordinate business resources	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Coordinate Business Resources Task 3 – Evidence Records	✓
BSBCMM401	Make a presentation	Task 1 – Theory: Short Answer Questions Task 2 – Theory: Presentation 1 Task 3 – Practical: Deliver Presentation 1 Task 4 – Practical: Review Task 5 – Theory: Presentation 2 Task 6 – Practical: Deliver Presentation 2	✓
BSBCUS401	Coordinate implementation of customer service strategies	Task 1 – Theory: Coordinating the Initiative Task 2 – Theory: Supporting the Implementation Task 3 – Theory: Evaluating the Implementation Task 4 – Practical: Presentation, Complaints, and Recommendations Task 5 – Evidence Record	✓
BSBCUS402	Address customer needs	Task 1 – Theory: Short Answer Questions Task 2 – Skills Practice: Customer Service Task 3 – Theory: Networks and Relationship Building Task 4 – Evidence Record	✓
BSBFIA402	Report on financial activity	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Exercises Task 3 – Practical: Financial Calculations and Analysis Task 4 – Evidence Record	✓
BSBINN301	Promote innovation in a team environment	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Create Opportunities to Maximise Innovation within the Team Task 3 – Practical: Organise and Agree Effective Ways of Working Task 4 – Practical: Support and Guide Colleagues Task 5 – Practical: Reflect on How the Team Worked Task 6 – Evidence Record	✓
BSBMKG413	Promote products and services	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Design and Planning Task 3 – Presentation: Coordinating Activities Task 4 – Practical: Review and Report on Activities Task 5 – Oral Questions Task 6 – Evidence Record	✓

Elective Unit Codes	Elective Unit Title	Task Types	Available
BSBMKG414	Undertake marketing activities	Task 1 – Practical: Research Marketing Information Task 2 – Project: Plan Marketing Activity Task 3 – Project: Implement Marketing Activity Task 4 – Theory: Review the Marketing Activity Task 5 – Theory: Short Answer Questions Task 6 – Evidence Record	✓
BSBREL401	Establish networks	Task 1 – Theory: Short Answer Questions Task 2 – Theory: Network Strategies Task 3 – Theory: Establishing and Maintaining Business Relationships Task 4 – Skills Practice: Presentation Task 5 – Practical: Oral Questions Task 6 – Evidence Record	✓
BSBRES401	Analyse and present research information	Task 1 – Project: Gather, Organise, and Present Information Task 2 – Evidence Record	✓
BSBRSK401	Identify risk and apply risk management processes	Task 1 – Practical: Risk Identification Task 2 – Practical: Risk Assessment Task 3 – Practical: Risk Control Task 4 – Evidence Record	✓
BSBSUS401	Implement and monitor environmentally sustainable work practices	Task 1 – Practical: Investigate Current Practices in Relation to Resource Usage Task 2 – Practical: Set Targets for Improvements Task 3 – Practical: Implement Performance Improvement Strategies Task 4 – Practical: Monitor Performance Task 5 – Evidence Record	✓
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	Task 1 – Theory: Policy and Legislation Task 2 – Theory: Participative Arrangements Task 3 – Practical: Planning Training Task 4 – Practical: Managing Hazards and Risks Task 5 – Presentation: Provision of Information to the Team Task 6 – Evidence Record	✓