



# COLLEGE FOR LAW, EDUCATION AND TRAINING

*Where experience is acknowledged*

## **BSB40515**

### Certificate IV in Business Administration



NATIONALLY RECOGNISED  
TRAINING

# BSB40515 - Certificate IV in Business Administration

**Translate your organisational skills to a generic but nationally recognised qualification via RPL today.**

The CLET BSB40515 Certificate IV in Business Administration is offered via RPL to those who demonstrate experience in organisation and administration.

If you have experience in the police, military, emergency services, health or other public sector service organisations, then apply for RPL today and have the CLET RPL Team help you through the assessment process. The BSB40515 Certificate IV in Business Administration is a great qualification to add to your resume and demonstrate to civilian employers the depth of your organisational skills.

RPL is also available to those with direct business and/or administrative experience across all workplace sectors.

## Qualification Details

Certificate IV in Business Administration	
Qualification Code:	BSB40515
Application Completion Time:	28 days
Gap Training:	No
Qualification Awarded:	Certificate IV
Units Recognised:	11
Nationally Recognised Training:	Yes

RPL Review and assessment can take a minimum of 28 days to complete

## Units Assessed

The following units of competency are the core units plus possible electives for the BSB40515 - Certificate IV in Business Administration. During the assessment process the RPL team will select the most appropriate electives to reflect your employment experience.

**Units Studied: BSB40515 - Certificate IV in Business Administration**

Code	Unit name
<b>Core Units</b>	
CLET000	No core units for this qualification
<b>Possible Electives</b>	
BSBADM405	Organise meetings
BSBADM406	Organise business travel
BSBADM407	Administer projects
BSBCMM401	Make a presentation
BSBCUS402	Address customer needs
BSBINM401	Implement workplace information system
BSBITU401	Design and develop complex text documents
BSBITU404	Produce complex desktop published documents
BSBMKG413	Promote products and services
BSBREL401	Establish networks
BSBRSK401	Identify risk and apply risk management processes
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBWRT401	Write complex documents

# What about Recognition of Prior Learning (RPL)?

## Recognition of prior learning is available on this qualification.

After reading the information provided on this qualification page, if you then decide to apply to have your knowledge and skills recognised towards this and/or other qualifications, you may click on the RPL Assessment button and complete the application form to commence the process.

Click on the following headings to learn more about the CLET recognition of prior learning (RPL) process.

## Who is eligible to apply for RPL?

CLET specialises in providing recognition of prior learning (RPL) to people who are current or former police, military, emergency services, nursing and all other government at all levels. WHY? Because that is where our workplace knowledge, experience and education is focused and current.

## RPL assessment is obligation free

The RPL assessment process is 'free of charge' and 'obligation free'. You only pay the RPL fee if you wish to be awarded with your qualification/s and receive the certificate/s after the assessment process is complete and you are advised of the result. We do this in recognition of the impeccable work you have done for our community.

## When RPL form is submitted

After you complete the RPL Assessment form, evidence to support your knowledge and skills is required. When this is received, CLET staff will commence the initial review of your experience against the criteria of one or more qualifications. On the application form you may elect the qualification/s you wish to be assessed against or ask for a general assessment.

1. The more evidence you provide that is relevant against the qualification/s criteria you wish to be assessed against, the easier it is for CLET staff to be confident you possess the knowledge and skills required.
2. If required, a competency conversation may be conducted over the phone

## RPL step by step process

The following list provides you with a step by step explanation of the RPL process.

- click on the RPL Assessment button
- complete all requested fields and submit
- read the next page that appears
- upload your evidence on this SECURE page (Scanned copies in a .zip file) or email.
- receive email and SMS confirmation
- CLET staff process. Evidence secured, returned or destroyed immediately after the assessment is conducted)
- receive result of initial review via email within 14 days or longer depending on amount of applications being processed
- you advise which qualification/s you would like to be formally assessment against
- formal assessment is conducted within a further 14 days and you are advised of outcome
- if successful, request certificate/s, payment is now due
- receive your qualification/s via registered post

## Evidence required

What evidence can be provided to support your application?

- current Resume or CV
- police officers - service history (important)
- relevant job descriptions
- letters of reference or commendation
- in service courses
- qualification transcripts
- PMKeys Service record
- course reports
- performance appraisal reports
- references
- personal self-assessment letter explaining your experience
- other information
- phone conversations to confirm knowledge and skills may be conducted

## CLET assessor experience

CLET assessors have a combined experience of over 100 years working in and with police, military, corrections, education, government at all levels, emergency services and the health sector. We have a combined collection of:

### University Degrees in:

- law
- criminology
- education
- psychology
- business
- arts with philosophy and psychology

### Master Degrees in:

- criminology
- business administration (MBA)
- policing, security and terrorism
- emergency management
- public health

### Vocational Qualifications in:

- training and assessment
- government
- policing
- justice
- investigations and mercantile agents
- driver training
- security and risk management
- integrated risk management
- business, HR, leadership and management
- security operations
- corrections
- counselling
- work health and safety, first aid

## RPL FEES - \$995 (Full RPL Fee)

Initial RPL Review: NO FEE (Free of charge)- This is conducted when RPL Application and evidence received.

PROCEED TO AWARD: \$995 - This fee is only due after initial review is completed, candidate then requests a full RPL assessment is conducted and decides to proceed to be awarded with the qualification. If candidate does not proceed to award, no fee is payable.

STATEMENT OF ATTAINMENT - FEE adjusted accordingly. This occurs when initial review is conducted, candidate then requests a full RPL assessment and is awarded PARTIAL RPL for selected units.

## Looking for a job?

### Possible job titles relevant to this qualification include:

RPL is a great way for experienced personnel to receive Nationally Recognised



Qualification/s that are assessed to match to their knowledge and skills in recognition of years of service. The award is a formal testament, appreciating the value of these attained knowledge and skills that can then be easily recognised by both the private and public sectors for a smoother transition into new employment.

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Public and Private sector administrative roles

## Contact Us

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