PATHWAYS TO UNIVERSITY!
CERTIFICATE IV IN
BUSINESS ADMINISTRATION
BSB40515

Commences
Feb 2016
SCHOLARSHIP COURSE - FUNDDED!*  
*See ‘Cost’ on page 4
Course Overview

This qualification will broaden your business understanding and is suitable for anyone who has an interest in becoming a small business manager or administration professional. This course will help you use your well-developed skills and broad knowledge base to solve a range of unpredictable problems, and analyse and evaluate information from a variety of sources. Your qualification will assist you to provide leadership and guidance to others including being responsible for the work output of others under your leadership.

By undertaking a Cert IV or Diploma level course at Kiama or Shoalhaven Community College, you can gain automatic entry into a range of Bachelor Degree courses at UOW, Shoalhaven Campus.

You can also use your VET qualification to gain employment and a source of income while you study.

We even have Pathway Courses available that provide you with a scholarship to cover your Smart & Skilled student fee and include a University Bridging Program. Eligibility criteria apply.

Scholarships are currently available for eligible students.

Entry Requirements

There are no entry requirements for this qualification.

Pathways from the qualification

After achieving this qualification, candidates may undertake a variety of business studies at the diploma or advanced diploma level or can consider our Pathway to University Program (see over for more information).
Are you planning on studying a Certificate IV qualification at Kiama Community College and interested in a Pathway to University?
If so, then In2Uni’s Pathways Program might be for you.
At UOW, we recognise that everyone’s journey to higher education is different and we want to provide you with the support to pursue your passion at UOW as soon as possible.

**What does this mean for you?**
UOW will help to cover part of the cost of your Certificate IV qualification, with eligible students entitled to a scholarship of up to $1500.

Your transition from the Pathways Program to your UOW bachelor degree will include a bridging and transition program to assist with university applications and enrolment and increase your academic study skills to ensure that you are ready to study in semester 2, 2016.

**What will you get out of it?**
- On completion of the Pathway, UOW will recognise your new qualification as equivalent to a 72 ATAR.
- You will gain a qualification that allows you to work in the field, before and during your degree.
- A $500 top-up transition scholarship when enrolling and commencing at UOW.

For more information about this program
For more information please contact Keirin McCormack on keirinm@uow.edu.au or 02 4221 4002

**In2Uni Pathway Course**
**Certificate IV in Business Administration (BSB40515)**
**Scholarship Program**
**Commences Feb 2016**

You could be ready to start uni as early as July 2016!

Now taking applications. Contact Kiama Community College for an application form.

*Eligibility Criteria apply. A small administration fee may apply.*
Cost
Regardless of whether you obtain a UOW Scholarship, this training is subsidised by the NSW Government under the Smart & Skilled initiative for eligible students. Fee-free scholarships are available from the NSW Government for students aged 15-30 receiving a prescribed government benefit. If you are aged over 30 and receive a prescribed government benefit, you only need to pay $240. All other Smart & Skilled students only pay $1,570 (normal course cost is $5,270).

Note if you receive a UOW Scholarship, UOW will pay up to $1,500 of your student fee for you. This means the most a person on a scholarship but not on a government benefit would need to pay is $460. Call the College to calculate your fees.

Course Structure
This qualification includes 10 units of competency. Kiama Community College currently offers the following units*:
- BSBADM405 Organise meetings
- BSBINM401 Implement workplace information system
- BSBWRT401 Write complex documents
- BSBITU401 Design and develop complex text documents
- BSBITU404 Produce complex desktop published documents
- BSBRES401 Analyse and present research information
- BSBCMM401 Make a presentation
- BSBCUS402 Address customer needs
- BSBADM409 Coordinate business resources
- BSBMKG413 Promote products and services

*Units are subject to change.

Assessment
This is an accredited course. Successful completion of each unit entitles you to a statement of attainment. Successful completion of all units entitles you to a Certificate IV in Business Administration BSB40515. Your tutor will give you detailed information about the assessment tasks to be completed at commencement of training.

Need extra help?
We endeavour to provide access to courses for adults (over 15 years of age) regardless of gender, national or ethical background, physical or intellectual impairment, religious affiliation or age.
We will assist a student with any specific learning need to access an appropriate program.

Why Kiama Community College Inc.?

Kiama Community College Inc. is a Not for Profit, Volunteer Managed Adult Education Provider. The College has been providing quality training programs to enrich its community and the Greater Illawarra economically, socially and culturally since 1984. It has campuses in Kiama and Bomaderry (Shoalhaven Community College).

Our organisation has been delivering Business training since 1997. In that time, Kiama Community College has become recognised as a regional leader in training and assessment of Business training. This recognition comes from its quality resources, flexibility, professional delivery and most importantly, its embodiment of best practice training & assessment, demonstrating how the National VET system is intended to operate flexibly, holistically and robustly.

A Business qualification issued by Kiama Community College is highly regarded in the industry. The College boasts a team of highly regarded trainers and assessors.