

# KALTRAINING▶

## Certificate IV in Business Administration (BSB40515)



**Campus: 2B Staley Street, Brunswick, VIC 3056**  
**Administration office: Suite 2, 339-345 Mitcham road, Mitcham VIC 3132**

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**[www.kaltraining.com.au](http://www.kaltraining.com.au)**

(TOID: 20815) KAL Multimedia Training trading as KAL Training

## MISSION STATEMENT

*“To provide Quality Education to Students in Small Groups”*

### Information for Students

KAL Training (TOID:20815) trading as KAL Training has a reputation for delivering quality educational programs and services to a diverse range of clients since their inception in 2000. Our organisation caters for the one-to-one and small group training situations, thus allowing more in-depth knowledge to be passed on to students in a range of areas such as multimedia, community services, training and assessment, business, information technology and work based training.

KAL Training teaching staff have recognised expertise in their fields, both in industry experience and training. They are skilled in Competency Based Training techniques, with empathy and understanding of the needs of people from many diverse and disadvantaged backgrounds, as well as for a variety of corporate industries’ needs, and consequently are able to pass on their wealth of knowledge to the students.

KAL Training’s staff members embrace the principle of continuous improvement in all aspects of the organisation’s work. Furthermore, they place emphasis on involvement from industry and community stakeholders in the development of course delivery and assessment strategies that meet the needs of learners. These include quality training facilities and up-to-date equipment used in presenting its courses, with the addition of flexible on-line learning as well as classroom and workplace delivery.

### Educational Standards



In accordance with the stringent requirements of Department of Education and Early Childhood Development, KAL Training maintains policies and management practices, which will ensure a high level of professional standards in the marketing and delivery of training services, and will always safeguard the interests and welfare of its clients.

As a member of ACPET (Australian Council of Private Education & Training), KAL Training abides by the Code of Ethics, as set out by the organisation. It is also a member of ACPET’s Tuition Assurance Scheme (ASTAS). ASTAS ensures that any Australian student displaced from a course, due to a member's inability to continue the course, is relocated efficiently and with minimal disruption to a comparable course with another member or approved provider.

KAL Training takes pride in its record of achievement and is committed to maintaining the highest professional standards of its trainers, and the quality of the training facilities and up to date equipment used in presenting its courses.

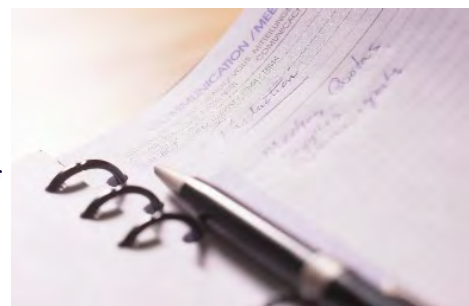
KAL Training has pride in their high level of compliancy within the Private and Public VET sector.

In 2012 KAL transferred its registration to the National regulator ASQA, allowing them to offer training to interstate clients.

Victorian and Commonwealth funding is available to Victorian residents (subject to eligibility) under Victorian Training Guarantee.

Keeping in mind the changing expectation of our clients, KAL Multimedia Training began trading as KAL Training (TOID 20815) in 2015.

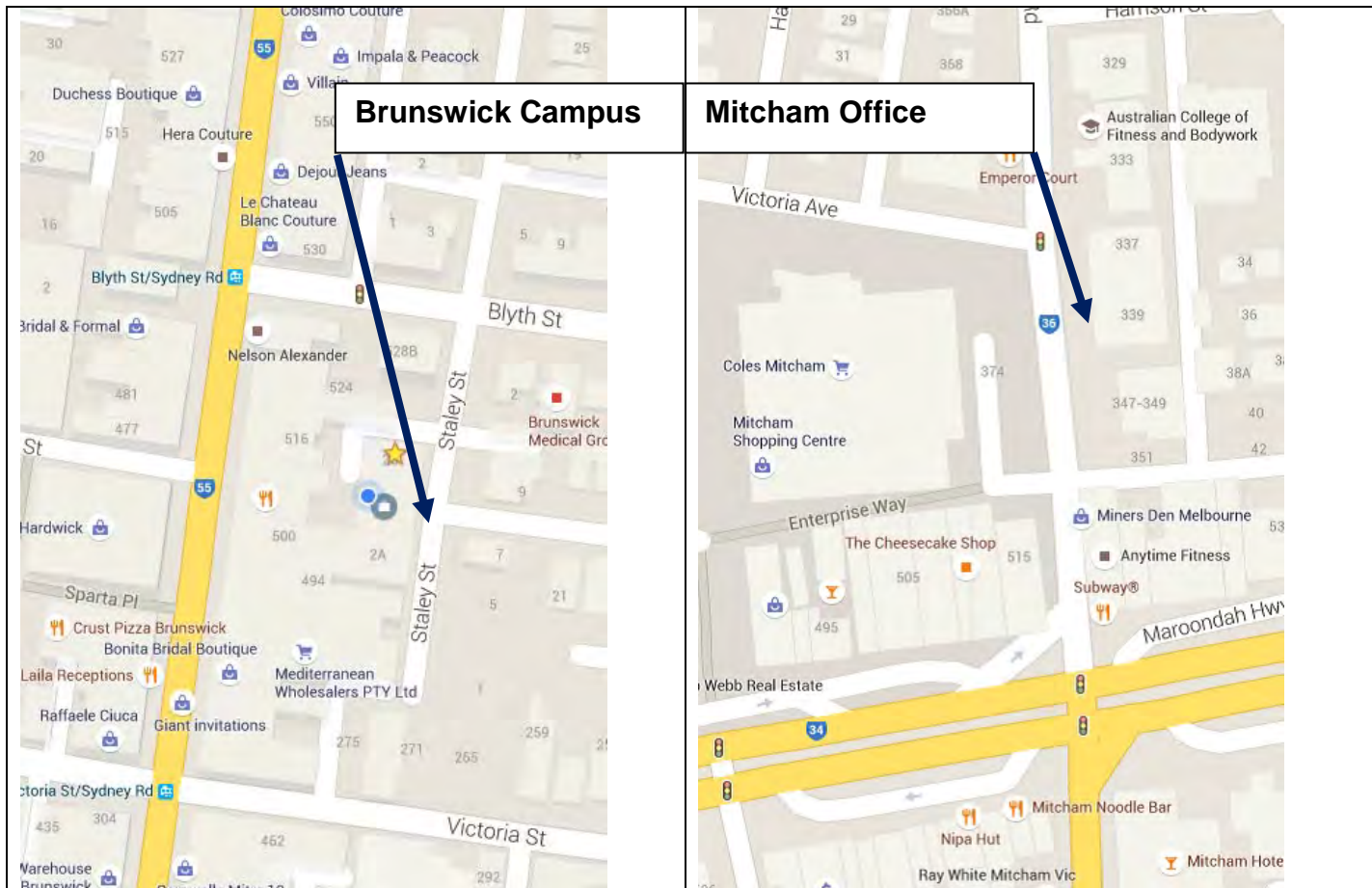
As at 1st July 2015, Kal Training will be opening a new office in Mitcham. We will still be operating from Brunswick but we are expanding our business to cater for the needs in the Eastern and surrounding suburbs. Our new location is at Suite 2/339 Mitcham Rd, Mitcham. Kal Training is dedicated in helping our students achieve their career goals through further education in their chosen field.



# KAL TRAINING CENTRE & OFFICE LOCATION

PLEASE NOTE THE FOLLOWING OPENING HOURS FOR STUDENT ENROLMENTS:  
 Brunswick - Tuesday to Thursday 8:30am to 4:30pm (Monday and Friday by appointment only)  
 Mitcham – Monday to Thursday 8:30am to 4:30pm (Friday by appointment only)  
 Student Queries – 1800 244 438 Monday to Friday

<b>Brunswick Campus:</b> 2B Staley Street, Brunswick, 3056.	<b>Mitcham Office:</b> Suite 2/339-345 Mitcham Road, Mitcham, 3132
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<p>Nearest Bus, Tram and Train Stops in <b>Brunswick</b> are:</p> <ul style="list-style-type: none"> <li>▪ Bus: 508 Alphington stops on Blyth St (Moonee Ponds via Northcote &amp; Brunswick)</li> <li>▪ Tram: Tram 19 stops on intersection Sydney Rd and Blyth St (North Coburg to City - Elizabeth St)</li> <li>▪ Train: Brunswick Train Station (Upfield Line) – about a 10 minute walk to KAL Training Office</li> </ul>	<p>Nearest Train Stop is <b>Mitcham</b> Railway station then walk 6 minutes to Kal Training office</p>
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## Facilities and Disabled Access

The training centre has been set up to cater for classes of small groups, 8-15 people, with the following facilities available:

- High Performance Desktop Computers
- High performance laptops
- Production Suites
- Sound and narration recording facilities
- Cinema, DSLR & HDV Cameras, scanners and printers
- Disabled chair lift access
- Disabled toilet facilities
- Ergonomic chairs & furnishings
- Student Lounge – with tea/coffee and kitchen facilities
- Conference facilities
- Multiple training rooms

# **BSB40515 - Certificate IV in Business Administration**

## **Qualification Description**

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.

They may provide leadership and guidance to others.

## **Licensing/Regulatory Information**

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

## **Entry Requirements**

Nil

## **Pathways Information**

### **Pathways into the qualification**

Preferred pathways for candidates considering this qualification include:

BSB30412 or BSB30415 Certificate III in Business Administration or other relevant qualification/s

OR

Vocational experience in providing administrative or operational support to individuals and/or teams but without a formal business administration qualification.

This breadth of expertise would equate to the competencies required to undertake this qualification.

### **Pathways from the qualification**

After achieving this qualification candidates may undertake:

BSB50415 - Diploma of Business Administration.

## Packaging Rules

**Total number of units = 10**

**This qualification has no core units**

**10 elective units**

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

### Units delivered by KAL:

Units:

CODE	DESCRIPTION	HOURS	CLASSIFICATION
BSBINM401	Implement workplace information system	40	Elective
BSBADM405	Organise meetings	20	Elective
BSBITU401	Design and develop complex text documents	100	Elective
BSBITU404	Produce complex desktop published documents	50	Elective
BSBWRT401	Write complex documents	50	Elective
BSBMKG414	Undertake marketing activities	50	Elective
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	50	Elective
BSBITU402	Develop and use complex spreadsheets	50	Elective
BSBMKG413	Promote products and services	40	Elective
BSBCUS402	Address customer needs	50	Elective
	Total	500 hrs	

### Course Breakdown:

<b>Course Fees</b>	\$95 enrolment Fee plus tuition fee (Traineeships under Skills First Program eligible for Victorian Government subsidies \$500 or \$100 for Concession Card holders or Fee for Service \$2500). These fees are subject to change during the year and amounts quoted are indicative only and can reduce if there are any credit transfers or Recognised Prior Learning (RPL) units.
<b>Target learners</b>	This course is for experienced administration workers who have worked in the business environment. Learners will have a good base of knowledge of computers or software programs. These learners could be workers looking to extend their skill in the business environment. They should have had experience in customer service.
<b>Duration</b>	12 Months, 45 weeks.
<b>Delivery</b>	KAL uses an online learning system to deliver this course. 10 units are delivered on the Catapult learning system. Students have access to all their units 24 hours a day. We expect our students to work on their assignments at least 3 days a week and submit at least one assignment per month.
<b>What this course is about and who it is for</b>	This course is designed for anyone who would like to develop and extend their business skills. Student gain extensive knowledge in customer service and word processing. This course allows students to develop a range of skills that suits a range of work places.
<b>Methods of Assessments</b>	Students' complete practical exercises, short and long answer questions and practical work based exercises (Can be in an actual or simulated workplace).
<b>Assessment tasks</b>	Students complete 10 units on the online learning systems. <ul style="list-style-type: none"> <li>– BSBINM401 Implement workplace information system</li> <li>– BSBADM405 Organise Meetings</li> <li>– BSBITU401 Design and develop complex text documents</li> <li>– BSBITU404 Produce complex desktop published document</li> <li>– BSBWRT401 Write complex documents</li> <li>– BSBMKG414 Undertake marketing activities</li> <li>– BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements</li> <li>– BSBITU402 Develop and use complex spreadsheets</li> <li>– BSBMKG413 Promote products and services</li> <li>– BSBCUS402 Address customer needs</li> </ul>
<b>Materials/Resources</b>	Assessments: student will be enrolled in their 10 units of competency on the online learning system and can login any time they want to complete them. This online system contains all the learning material for the students.
<b>Extra requirements</b>	Students require access to the internet and a current email address.

<b>Online Learning System</b>	<p>The Certificate IV in Business Administration uses the Catapult e-learning assessment system to assess you in 10 units. Here, you as a student logon and complete all your reading and assessment work online. The system also holds all your learning material for you to be able to access remotely via the internet. The Catapult system also allows you to see how much you have completed of an assessment and contact and email your trainer through the system.</p> <p>Catapult login <a href="http://elearning.kalmultimedia.com.au">http://elearning.kalmultimedia.com.au</a></p>
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## 2017 Course Fees and Charges

### IMPORTANT INFORMATION FOR STUDENTS:

#### **ENROLMENT FEE:**

These fees are charged annually and are as follows:

- Certificate IV and under - \$95 to \$195 enrolment fee
- Diploma and above – \$195
- School Based Apprenticeships or Traineeships - \$95 to \$195 enrolment fee

Students may also pay course fees. These course fees are calculated per nominal hour or may be capped. Payment Plans are available.

Two options for course fees are available.

- The *Skills First* Program - subsidies student course fees (eligibility applies)
- FEE FOR SERVICE (Full course fees)

#### **The Skills First Program**

*Not all students will be eligible for this funding.*

*“Courses delivered under Victorian government funding”*

Through the Skills First program, the Victorian Government is committed to providing high quality training that aligns with industry and community demands and workforce needs. Skills First sets a high benchmark for training quality, and is aimed at supporting the courses that are most likely to lead to employment.

To be eligible for the subsidy, you need to be a Victorian resident and meet the following criteria:  
Must meet one of the following citizen/residency status:

- Australian citizen
- Australian Permanent resident (holder of a permanent visa)
- A New Zealand citizen

And are any of the following:

- a young person under 20 years on 1 January 2017; or
- 20 years and older and ‘up-skilling’ by seeking to enroll in a course at a higher level than existing qualification
- Seeking to enroll in an approved Foundations Skills List course or seeking to enroll in an apprenticeship.

In 2017, you can enroll into two government subsidized courses as long as you are not doing any more than two government subsidised courses at a time. (These limits may not apply to Apprenticeships). You can only begin up to two government subsidised courses at the same qualification level (other than Foundation Skills) in your lifetime, regardless of whether you complete them. There is no lifetime limit on the number of Foundation Skills course you can begin. Please note that as at 25th November 2013, secondary school students (excluding School Based Apprentices and Trainees) are not eligible for funding. This includes students enrolled in any government, non-government, independent, Catholic or home school.



### **FEE FOR SERVICE students**

If you are not eligible for Government subsidised funding, you can still undertake a course, but would have to pay on a fee for service basis. The fees vary from \$4 to \$10 per nominal hour depending on course you are enrolling into.

The following table shows the tuition fees applicable as at 1<sup>st</sup> January 2017 under *Skills First Program* funding

Course	Skill Level	Fee per nominal hour (subject to change)
Business/Business Administration	Certificate II to IV	\$1.00 to \$2.00
	Diploma	\$1.00
Leadership and Management	Diploma and Advanced Diploma	\$1.00 to \$1.50
Bookkeeping	Certificate IV	Waived
Childcare/School Age Care/Community Services	Certificate II to IV	Waived
	Diploma and Advanced Diploma	Waived
Media and Information, Digital Media and Technology	Certificate II to IV	Waived
	Diploma and Advanced Diploma	Waived
Training Design and Development	Diploma	\$4.00

Depending on the selected course, there may be extra General Course fees such as text or reference books, first aid, food handling, final assessment fee, Catapult fees, general materials fee, etc.

\*If the *Skills First Program* reduces the subsidy of your course next calendar year, then there may be an increase in fees charged. If there are significant changes, we will inform you via written notifications.

### **Concessions**

Students can apply for concessions where they can prove that they are:

- receiving government benefits, pensions or allowances
- the dependant spouse of a person who is receiving government benefits, pensions or allowances or the dependent child of parents who are receiving government benefits, pensions or allowances.

The person in receipt of the government benefit must hold one of the following cards:

- Commonwealth Health Care Card    -Pensioner Card                      -Veteran's Gold Card

From 1st July 2012, Tuition Fee for Concession holders for Certificates II to IV will be charged at 20% of the hourly fee (see above table) that we would charge a non-concession government subsidised student in the same course. There are no concession fees applicable for Diploma and above courses, except for Koorie students.

Tuition fee waiver is available for job seekers who provide us with a Job Seeker Referral form from their Employment Service Provider (ESP). This confirms the Job network agency's intention to pay the students tuition fees. Enrolment fee and general materials fee are still charged to the student.