

IMPORTANT Information regarding the BSB40515 Certificate IV in Business Administration.

There have been some changes made to the BSB40515 Certificate IV in Business Administration training package, resulting in this qualification being updated and replaced. These changes come into effect from the **18th April 2022**.

What are the changes?

- A number of Certificate IV level Business qualifications have been merged together to create a new qualification called BSB40120 Certificate IV in Business.
- The number of units required to complete has increased from 8 units to 12 units.
- A significant number of units of competency have been updated and some units have been deleted all together.

What does this mean for you?

We are currently in the process of updating all of our resources to meet the new training package requirements and applying to have the new BSB40120 Certificate IV in Business added to our scope. This will hopefully be added to our scope in the second half of the year. In the interim we are still taking enrolments in this qualification. Please be assured that even though this qualification has been replaced, this qualification remains highly valued and is still recognised as a valid qualification.

If you choose to enrol in this qualification you must be aware that **from the 18th April 2022 Essential Skills Training and Recruitment will no longer be able to deliver the BSB40515 Certificate IV in Business Administration as it is now**, so you will need you complete your course before this date for us to be able to issue your qualification or we will need to transition you to the new qualification (if available).

What happens if you don't complete by April 2022?

If you don't complete by **18th April 2022** we can transition your enrolment to the new BSB40120 Certificate IV in Business (if available), however, please note that if you are transitioned across **you will be required to** meet the packaging rules of the new qualification, which will include having to complete additional units and possibly some additional assessment for units you have already completed to address any gaps between that unit and the updated unit.

If you don't complete by the 18th April 2022, and you choose not to transition to the new qualification, you will be withdrawn and receive a Statement of Attainment for any units you have successfully completed.