

Name of Policy	Certificate IV Business Administration Policy
Description of Policy	This policy describes the philosophy behind ACU supporting staff to undertake the Certificate IV Business Administration as well as the process of calling for and selecting applicants and awarding scholarships.
Policy applies to	<input checked="" type="checkbox"/> University-wide <input type="checkbox"/> Specific (<i>outline location, campus, organisational unit etc.</i>)
	<input checked="" type="checkbox"/> Staff Only <input type="checkbox"/> Students Only <input type="checkbox"/> Staff and Students
Policy Status	<input type="checkbox"/> New Policy <input checked="" type="checkbox"/> Revision of Existing Policy
Description of Revision	The course structure of the Certificate IV in Business Administration has changed and is no longer Government funded. This revision removes the requirement to not be holder of a Degree or Diploma (as recognised by the Australian Government) to be eligible to apply for a scholarship.

Approval Authority	Vice-Chancellor and President
Governing Authority	Chief Operating Officer
Responsible Officer	Director, Human Resources

Approval Date	31 October 2016
Effective Date	31 October 2016
Date of Last Revision	25 March 2014
Date of Policy Review*	

* Unless otherwise indicated, this policy will still apply beyond the review date.

Related Policies, Procedures, Guidelines and Local Protocols	
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1. Background Information

ACU has identified that the ongoing development and maintenance of effective administrative and business skills needs to be given significant priority. This includes the individual skills in educational, professional and administrative capabilities for those who seek operational improvements within their roles.

The aim of providing opportunities for staff to undertake an ACU supported administrative and business program is to ensure that the University has appropriately trained staff to achieve the ACU Strategic Priorities. The University is committed to a culture of excellence. This Certificate program is one of several programs supporting the University's ongoing investment and development of its staff to create and maintain excellence.

In undertaking this Certificate program staff will have the training and learning to apply in their workplace and meet a range of organisational core competencies of the Capability Development Framework (CDF) at Achievement Level 1.

2. Policy Statement

The University encourages the professional development of administrative and business related practical skills designed to enhance existing skill sets and improve efficiency, productivity and professionalism by providing the opportunity to undertake the Certificate IV Business Administration Program.

3. Policy Purpose

This policy outlines the content of the Certificate IV Business Administration, eligibility requirements and procedures involved when applying for an ACU Scholarship.

4. Eligibility

The program is aimed primarily at Professional Staff who are in support roles across the University's functions, normally up to Higher Education Worker Level 7 and are continuing or fixed-term of greater than two years duration. Examples of support roles may include (but not limited to) Executive Assistant, Executive Officer or Administrative Officer. Applicants must also fulfil the following eligibility requirements:

- Is an Australian Citizen or holds the relevant Visa for study;
- Has full support of their nominated supervisor to undertake the program as outlined in their Performance Review and Planning Program (PRP); and
- Is committed to complete the Certificate IV Business Administration within an 18 month period.

4.1 ACU SUPPORT FOR STAFF

The University offers a scholarship to eligible staff covering full costs of the Certificate IV Business Administration. An eligible staff member approved to undertake the Certificate IV Business Administration has access to the University's Study Support provisions as outlined in the Study Support Policy.

4.2 CONTENT OF THE CERTIFICATE IV BUSINESS ADMINISTRATION

The Certificate IV Business Administration is a nationally recognised qualification.

The program consists of 10 units of study (9 core units and 1 elective unit) as shown below:

1. Organise meetings
2. Implement workplace information system
3. Write complex documents
4. Make a presentation
5. Report on financial activity
6. Promote innovation in a team environment
7. Implement and monitor WHS policies, procedures and programs to meet legislative requirements
8. Design and develop complex text documents
9. Develop and use complex spreadsheets

Plus, one of the following units:

1. Design databases
2. Address customer needs
3. Identify risk and apply risk management processes
4. Review and maintain a website
5. Develop a workplace learning environment

5. ACU Certificate IV Business Administration Scholarship Arrangements

The level of support offered to successful Certificate IV Business Administration scholarship applications includes full tuition fees to complete the program within a period of 18 months.

5.1 OBLIGATION TO REPAY

The staff member must enter into a written agreement through the ACU Certificate IV Business Administration – Application Form, to repay any amounts paid by the University for enrolment and tuition under this policy if the staff member;

- Voluntarily terminates employment prior to the end date of the Certificate IV Business Administration;
- Fails to provide assessments to support the passing of the program;
- Withdraws from the program post the withdrawal deadline date (4 weeks upon course commencement date); and
- Fails to complete the program within the specified 18 month completion period.
- The amounts to be repaid will be proportionate to the number of uncompleted units. Any waiver of this obligation must be approved by the Director, Human Resources.

6. Procedures

6.1 CALL FOR APPLICATIONS

In October/November each year, applications will be called from eligible staff to apply for a Scholarship to undertake the Certificate IV Business Administration commencing in the following year. Applications must be made on the relevant Scholarship Application Form.

Applicants must complete Part A of the Scholarship Application form and have their nominated supervisor complete Part B. Only application forms that have been fully completed and supported by the applicant's nominated supervisor will be considered.

6.2 SCHOLARSHIP SELECTION

Applications will be reviewed against the eligibility criteria and the merits of the application. Human Resources will review and consider applications for the Certificate IV Business Administration.

7. Policy Review

The University may make changes to this policy from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this policy may forward their suggestions to Human Resources.

8. Further Assistance

Any staff member who requires assistance in understanding this policy should first consult their nominated supervisor who is responsible for the implementation and operation of these arrangements in their work area. Should further information or advice be required staff should visit [Service Central](#).