



BSB40215 Certificate IV in Business

National ID: BSB40215 | State ID: AVV9

About this course

Improve your workplace performance by developing your business administration skills with a Certificate IV in Business qualification. You will learn a variety of business principles designed to prepare you for a broad range of industry environments, gaining skills and knowledge in areas such as – customer service, workplace communication and organisation, project work and risk management.

Study modes and durations differ depending on your local campus. Please check with your local campus for more information.

Overview

In order to comply with COVID-19 Government directed social distancing guidelines, some courses may include a mix of online and classroom based training delivery, as well as practical and work experience placements.

While the mode of delivery might vary, the content and key learning outcomes of the course will remain the same.

The precise mix of delivery method will vary from course to course. The time, place and method of delivery may also vary across the semester to ensure social distancing and safe training delivery for staff and students during the COVID-19 pandemic.

South Regional TAFE will provide students with adequate support to work in online environments where necessary.

Semester 1, 2020

Busselton - Full Time, Part Time, Flexible



Duration: **6 Months**



When: **Semester 1, 2020**



How: **F**
Full-Time
Part-Time
Online
Traineeship
Workshops
Flexible

Units

Not all units and study modes are offered at all campuses. Please check with your local campus.

Core

National ID	Unit Title
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements

Elective

National ID	Unit Title
BSBADM405	Organise meetings
BSBADM406	Organise business travel
BSBADM409	Coordinate business resources
BSBCMM401	Make a presentation

National ID	Unit Title
BSBCUS401	Coordinate implementation of customer service strategies
BSBCUS402	Address customer needs
BSBINN301	Promote innovation in a team environment
BSBITU401	Design and develop complex text documents
BSBITU402	Develop and use complex spreadsheets
BSBITU404	Produce complex desktop published documents
BSBLED401	Develop teams and individuals
BSBMKG413	Promote products and services
BSBMKG414	Undertake marketing activities
BSBPMG522	Undertake project work
BSBREL402	Build client relationships and business networks
BSBRES411	Analyse and present research information
BSBRSK401	Identify risk and apply risk management processes
BSBSMB401	Establish legal and risk management requirements of small business
BSBSMB402	Plan small business finances
BSBWOR301	Organise personal work priorities and development
BSBWOR404	Develop work priorities
BSBWRT401	Write complex documents
BSBFIA402	Report on financial activity

Entrance requirements

School Leaver

C Grades in Year 11 WACE General English, and OLNA or NAPLAN 9 Band 8

Non-School Leaver

C Grades in Year 11 English and Maths or equivalent

AQF

Certificate II or Certificate III

Study pathway

Diploma of Business or a range of other Diploma qualifications

Job opportunities

A Certificate IV in Business will improve your effectiveness in the workplace, and could lead you into roles such as personal assistant, office administrator, project officer and team leader.

Fees and charges

Please contact the college to receive an indicative price for this course. Your fees will be calculated from your individual circumstances at the time of enrolment.

Concessions (for eligible courses at certificate levels I to IV) and annual course fee caps may apply. Other charges may apply.

VET Student Loan

Students in Diploma qualifications and above may be assisted through a loan under the Commonwealth Government's VET Student Loan scheme. Only an Australian citizen, a permanent humanitarian visa holder and resident in Australia, or a New Zealand Special Visa 444 student who can also provide evidence of a WACE Certificate (completion of Year 12) or equivalent can apply for a loan. For more information please see <http://studyassist.gov.au/sites/StudyAssist/> (Opens in a new window)

For information on the VET Student Loan process at South Regional TAFE please see <http://www.southregionaltafe.wa.edu.au/futurestudents/vet-student-loans>

International students

Fees, charges, available locations, applications, and enrolment procedures for international students are different to those applicable to local students.

International students can only study full-time. For information on international student fees and application, please follow this link to the TAFE International WA website www.tafeinternational.wa.edu.au/courses



**South
Regional**

*We're working for
Western Australia.*

Please note, fees are subject to change.



RTO code: 52790
Printed: 06/06/2020