BSB40215 Certificate IV in Business

Contact us Today to Enrol!
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**BSB40215 Certificate IV in Business**

**What content is covered in the training?**

The BSB40215 Certificate IV in Business is suited for students who have the desire to work in a business environment.

Successful completion will provide students with the ability to gain employment in a range of business services. Such Job roles may include:

- Administrator
- Project Officer

After completing BSB40215 Certificate IV in Business students may undertake:

- a range of Diploma level qualifications within the BSB07 Business Services Training Package, or other Training Packages.

**Units of competency covered in the Certificate IV in Business include:**

- **BSBWHS401** Implement and monitor WHS policies, procedures and programs to meet legislative requirements
- **BSBCUS401** Coordinate implementation of customer service strategies
- **BSBLED401** Develop teams and individuals
- **BSBADM405** Organise Meetings
- **BSBRES401** Analyse and present research information
- **BSBMKG414** Undertake marketing activities
- **BSBWOR501** Manage personal work priorities and professional development
- **BSBSMB401** Establish legal and risk management requirements of small business
- **BSBSMB403** Market the small business
- **BSBSMB404** Undertake small business planning

**Entry requirements:**

There are no pre-requisite requirements for entry into this qualification.

Examples of indicative job roles for candidates seeking entry based upon their vocational experience include:

- Accounts Clerk
- Customer Service Advisor
- Clerk
- E-business Practitioner
- Legal Receptionist
- Medical Receptionist
- Office Administration Assistant
- Student Services Officer
- Word Processing Operator.

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

**How is the course trained and assessed?**

All theory based delivery will occur within the designated classrooms of the RTO through structured training sessions from a qualified trainer / assessor employed by the RTO. At these training sessions a qualified trainer will provide the required skills and knowledge as per the unit content and will ensure the learning is imparted.
As part of this course students will also be required to undertake practical activities related to the course content. These practical activities will be undertaken in a simulated / workplace environment within the classroom based delivery. This may involve accessing appropriate facilities to ensure simulation can be achieved.

The course also involves students completing some reading and written work outside the scheduled classroom delivery time.

Assessment is used to provide you with feedback on your progress and to measure your skills and knowledge against the training qualification requirements and those of the industry. The assessment process may include written questions, assignments, case studies and practical demonstrations. This will require some time away from the training rooms to complete written work/ assignments and self-paced exercises.

**Course Fees**
All current course fees can be found on our website: [http://globalfitness.edu.au/course-fees/](http://globalfitness.edu.au/course-fees/)