

## BSB40215 Certificate IV in Business

### Course Overview:

The Certificate IV in Business is suited to those working as administrators and project officers. In this role, individuals use well developed skills and a broad knowledge base to 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 with some limited responsibility for the output of others.

### Face-to-Face Schedule:

- 10 x 1 day workshops scheduled fortnightly apart.
- The face-to-face program runs over 6 months.
- Homework, reading and assessment tasks are completed between each workshop.
- In addition, students will need to complete work based activities.
- For scheduled course dates, please contact Alana Kaye.

### Relevant Job Roles:

- Administrator
- Project Officer

### Distance Learning:

Distance learning students can choose their electives and timeframe for completion of training. Once these have been determined students will sign a My Qualification Plan.

### Entry Requirements:

There are no entry requirements for this qualification. However, it is expected that students will have appropriate language, literacy and numeracy skills to complete the training and assessment requirements.

### Pathways:

Students may enter directly into the Certificate IV in Business. Graduates may choose to study higher level qualifications such as the Diploma of Business.

### Resources Required:

Students are required to have access to a computer (or use Alana Kaye's computer lab) to complete assessment tasks. Alana Kaye are conscious of the environment and where possible, provide resources and assessments in an electronic format. If possible, please bring a laptop to workshops.

Distance learning students must have access to a computer, internet and skype.

### Recognition of Prior Learning (RPL):

You can apply for RPL if you have the knowledge and skills gained through work, formal study, volunteering, informal or formal training, social activities or general life experiences. If you feel that you may qualify for RPL, please contact our office for further information about the process to demonstrate your experience and knowledge.

### Government Funded Courses:

This course is currently subsidised by the Northern Territory Department of Trade, Business and Innovation for residents of the Northern Territory. Information on this funding can be accessed at <https://nt.gov.au/learning/adult-education-and-training/northern-territory-training-entitlement>

All students must pay the enrolment fee of \$300.00

### Investment:

Enrolment Fee	\$300.00
Face-to Face Delivery	\$2,700.00
Distance Learning	\$2,200.00
Recognition of Prior Learning	\$1,400.00

Students are responsible for the purchase of text book/s relevant to this qualification. Payment plans available.

#### Inclusions:

- Course learning and assessment material (excluding text book/s)
- Coffee and tea
- Certification upon successful completion.

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### Flexible Delivery Modes:

Alana Kaye provides a number of options for flexible delivery of qualifications. These include a variety of different methods of training such as face-to-face workshops, distance learning, Recognition of Prior Learning (RPL) or mixed delivery. Selection of elective units can also be tailored to individual requirements following discussions with the Alana Kaye team.

### Course Outline:

This qualification comprises of 10 units of competency (subjects).

Units of competency can either be:

- Core units – units you must complete as part of the qualification and
- Elective units –elective units are the units that you choose to be most suitable for your learning needs.

For our face-to-face workshops, we have chosen the elective units that we know are most beneficial and relevant to the majority of our students. These are the ones ticked below. If you would like to study different elective units, please contact Alana Kaye to discuss the options available for flexible delivery.

The BSB40215 Certificate IV in Business has 1 core units plus 9 elective units of which:

- 5 elective units must be selected from the elective units listed below
- 4 elective units may be selected from the elective units listed below, or any currently endorsed Training Package or accredited course at the same qualification level
- if not listed below, 1 units may be selected from either a Certificate III or Diploma qualification.

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.

Unit Code	Core Units	Face-to-face	RPL	Distance
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	✓	✓	✓

Unit Code	Elective Units	Face-to-face	RPL	Distance
BSBCMM401	Make a presentation	✓	✓	✓
BSBLED401	Develop teams and individuals	✓	✓	✓
BSBMKG413	Promote products and services	✓	✓	✓
BSBPMG522	Undertake project work	✓	✓	✓
BSBRES401	Analyse and present research information	✓	✓	✓
BSBRSK401	Identify risk and apply risk management processes	✓	✓	✓
BSBMGT401	Show leadership in the workplace	✓	✓	✓
BSBMGT402	Implement operational plan	✓	✓	✓
BSBLDR403	Lead team effectiveness	✓	✓	✓

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Unit Code	Elective Units	Face-to-face	RPL	Distance
BSBADM405	Organise meetings		✓	✓
BSBADM409	Coordinate business resources		✓	✓
BSBCUS402	Address customer needs		✓	✓
BSBCUS403	Implement customer service standards		✓	✓
BSBFIA402	Report on financial activity		✓	✓
BSBMKG414	Undertake marketing activities		✓	✓
BSBREL401	Establish networks		✓	✓
BSBWRT401	Write complex documents		✓	✓

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Click on the enquire now button on our website to download an enrolment form.  
Please contact our office for further information about this course.