



BSB40215 Certificate IV in Business

National ID: BSB40215 | State ID: AVV9

About this course

Gain a strong foundation in current business trends

Study the Certificate IV in Business and you will gain skills in the **latest business technologies, managing customer needs** and feedback, **developing and promoting products and services** and working as part of a team. You will also **acquire valuable experience in making presentations** to groups and building relationships with colleagues and external stakeholders and networks.

On completion you can continue your studies with the Diploma of Business.

Keen to get started? We offer this course online.

Gain these skills

- Provide solutions to business problems
- Analyse and evaluate information from a variety of business sectors
- Write complex documents
- Play a supporting role in the recruitment of staff

Is this course right for me?

I have the following attributes:

- Would like to extend verbal and written communication skills
- A desire to develop attention to detail, planning and organisational skills
- Keen to develop decision-making and problem-solving skills
- Able to relate to people from a range of cultures

Overview

Continuous enrolment, 2019

Perth (Northbridge) - Traineeship or Work-based



Duration: **1 Semester/s**



When: **Continuous enrolment**



How: **W**

Units

Core

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

Elective

Unit Title	National ID
Organise meetings	BSBADM405
Administer projects	BSBADM407
Coordinate business resources	BSBADM409
Make a presentation	BSBCMM401
Work effectively in a business continuity context	BSBCON401
Coordinate implementation of customer service strategies	BSBCUS401
Address customer needs	BSBCUS402
Implement customer service standards	BSBCUS403
Review and maintain a website	BSBEBU401
Support operational plan	BSBFLM305
Promote innovation in a team environment	BSBINN301
Use and respect copyright	BSBIPR401

Unit Title	National ID
Protect and use new inventions and innovations	BSBIPR402
Protect and use brands and business identity	BSBIPR403
Protect and use innovative designs	BSBIPR404
Protect and use intangible assets in small business	BSBIPR405
Design and develop complex text documents	BSBITU401
Develop and use complex spreadsheets	BSBITU402
Produce complex desktop published documents	BSBITU404
Communicate effectively as a workplace leader	BSBLDR401
Lead team effectiveness	BSBLDR403
Develop teams and individuals	BSBLED401
Promote products and services	BSBMKG413
Undertake marketing activities	BSBMKG414
Undertake project work	BSBPMG522
Establish networks	BSBREL401
Provide information from and about records	BSBRKG402
Identify risk and apply risk management processes	BSBRSK401
Establish legal and risk management requirements of small business	BSBSMB401
Plan small business finances	BSBSMB402
Undertake small business planning	BSBSMB404
Implement and monitor environmentally sustainable work practices	BSBSUS401
Develop work priorities	BSBWOR404
Write complex documents	BSBWRT401
Report on financial activity	BSBFIA402
Design databases	BSBITA401
Maintain business technology	BSBITS401
Analyse and present research information	BSBRES401

Entrance requirements

School Leaver	Non-School Leaver	AQF
C Grades in Year 11 WACE General English, and OLNA; or NAPLAN 9 Band 8	C Grades in Year 11 English and Maths or equivalent	Certificate II or Certificate III

Job opportunities



[Personal Assistant](#)

Other job titles may include:

- Office Administrator

Please note this list should be used as a guide only as job titles and qualification requirements may vary between organisations.

Important information

Other costs for consideration:

- Text Books
- Stationery

Typical timetable:

- 2.5 days per week

Please note part-time study classes are run during the day only.

Fees and charges

View our [Indicative Fees list](#)

Local full time students

Course fees are made up of two components, tuition fees and resource fees.

Tuition fees are determined by multiplying the course fee rate by the nominal hours, which is the number of hours in which an average student could be expected to complete each unit. They are not the hours of training or instruction.

Resource fees are charges for material that are essential to a course or unit, and are purchased by NMT to be used by students during the course.

Fees may vary depending on the units you are enrolled in so an approximate amount has been shown. You will be given the exact amount of your fees at enrolment. Part time student fees will vary depending on the number of units you are enrolled in.



**North
Metropolitan**

*We're working for
Western Australia.*

Please note, you may also need to buy textbooks or equipment for your course.

International Students

Check [TAFE International WA](#) to confirm this course is available to international students. You will pay your tuition fees to TIWA.

Please note, fees are subject to change.



RTO code: 52786
Printed: 19/06/2019