



BSB40215 Certificate IV in Business

National ID: BSB40215 | State ID: AVV9

About this course

Do you want a career among tomorrow's business leaders?

When you complete the Certificate IV in Business you will have a practical foundation to take you into a number of business and corporate careers: office management, start-up business planning and marketing, and customer service.

You will gain the skills and knowledge to manage customer needs and feedback, develop and promote products and services, and play a supporting role in the recruitment of staff. You will acquire valuable experience in making presentations to groups, working in effective teams, and with workplace health and safety.

Fulltime attendance is equivalent to two and a half days a week.

Completion of the Certificate IV in Business opens up a range of further study options, including specialist business diplomas and it may assist in entry to university.

Want to study this course part time in Semester 2?

This course offers part time study options. To have an enrolment officer contact you when part-time enrolments open, visit our [Part time study](#) webform.

**LOWER FEES
LOCAL SKILLS**

This qualification is directly aligned with priority industry areas where the jobs are today, and into the future. As part of the state government **Lower fees, local skills** initiative, from 1 July 2020 through to 31 December 2021 you'll only pay half the course fees, capped at \$1,200; or \$400 if you're aged 15–24 or eligible for a concession. [Find out](#)

[more.](#)

Overview

This course may be offered with a blended, flexible delivery model to enable social distancing measures to be undertaken during the COVID-19 pandemic. This approach may include a mix of online and classroom based delivery, as well as practical and work experience placements. Lecturers will provide any specific instructions if your training delivery style needs to change.

All year round, 2020

Rockingham - Workplace-Traineeship



Duration: **2 Semesters**



When: **All year round**



How: **Part Time
Traineeship
Workplace**

Units

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
BSBCON401	Work effectively in a business continuity context
BSBCUS401	Coordinate implementation of customer service strategies
BSBCUS402	Address customer needs
BSBCUS403	Implement customer service standards
BSBEBU401	Review and maintain a website
BSBFIA301	Maintain financial records
BSBINM302	Utilise a knowledge management system
BSBINN301	Promote innovation in a team environment
BSBITU306	Design and produce business documents
BSBITU401	Design and develop complex text documents
BSBITU402	Develop and use complex spreadsheets
BSBITU404	Produce complex desktop published documents
BSBMKG413	Promote products and services
BSBMKG414	Undertake marketing activities
BSBREL401	Establish networks
BSBRES411	Analyse and present research information

National ID	Unit Title
BSBRKG402	Provide information from and about records
BSBRSK401	Identify risk and apply risk management processes
BSBSUS401	Implement and monitor environmentally sustainable work practices
BSBWRT401	Write complex documents
BSBXCM401	Apply communication strategies in the workplace

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

This course is available as a traineeship.

Entrance requirements for traineeships

You must be employed in a training contract by an appropriate organisation to study an apprenticeship or traineeship.

In a traineeship you also gain hands-on skills and work experience, and improve your employment prospects, while earning a wage. On successful completion you will gain a nationally recognised qualification which can lead to rewarding career options. The difference between a traineeship and an apprenticeship is that a traineeship can be either a full time or part time employment based training arrangement, usually for a nominal duration of 12 months or more, generally in a non-trade related area.

To find out how to arrange a traineeship and study at South Metropolitan TAFE, please contact the [Jobs and Skills Centre](#) closest to you.

Job opportunities

- Team leader, senior clerk or administrator across a wide range of industries.

For information about jobs and pathways, please see <http://joboutlook.gov.au/>

Further study opportunities:

- BSB50215 Diploma of Business, State ID AVU9
- BSB50415 Diploma of Business Administration, State ID AVV5
- BSB51918 Diploma of Leadership and Management, State ID BEA0
- BSB50618 Diploma of Human Resources Management, State ID BDZ6

Fees and charges

Indicative fees and charges

[2020 general admission fees list](#)

[2020 apprenticeship/traineeship fees list](#)

Fees and charges published on our website are indicative. Your fees will depend on your eligibility for government funding or a concession rate, and the units you choose to study or seek to be recognised under Recognition of Prior Learning (RPL). Our Indicative fees lists show fees that are:

- Based on the full possible study plan of units, including the recommended electives
- Based on full time study in 2020
- Charged at the government funded rate for over 18 years of age students
- Based on unit electives designed to meet localised industry demand for skills
- Made up of course fees and resource fees, or RPL fees. Course fees are the cost of your tuition, while resource fees pay for consumables provided to you to aid your study (such as printing and paper). You may also be required to purchase text books or equipment that are not part of our tuition or resource fees.

Fees may vary between students and between educational providers. Other charges may apply.

Visit our [Fees and payment options](#) page for more information.

Call 1800 001 001 to get a more accurate fee indication based on your eligibility and study plan before applying.

VET Student Loans

Selected courses are VET Student Loan eligible courses.

A VET Student Loan creates a debt that must be repaid to the Commonwealth and is only available to students who are eligible.

To find out if you are eligible or to see the list of eligible courses visit our [Student Loans](#) page.

International students

Selected courses are available to International students for full time study only.

Fees, charges, available locations, applications and enrolment procedures for International students are different to those for students who have Australian permanent residency.

For more information or to find a course visit the [TAFE International WA](#) website.

Apprenticeships and traineeships

Fees for apprenticeships and traineeships are charged at a rate per nominal hour of study.

This means that your fees will vary depending on the units you study as part of your training plan.

Apprentices and trainees are liable to pay for their own fees but some industrial agreements (awards) dictate that employers are required to reimburse their apprentice upon receipt of satisfactory progress. An employer may also opt to pay on behalf of the apprentice or trainee.

For more information visit our [Apprenticeships and traineeships](#) page.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) enrolments are charged at \$3.25 per nominal hour of study.

No concession fees apply to RPL enrolments. Refer to the institutional or apprenticeship/traineeship fee lists for an indicative RPL course fee.

Please note, fees are subject to change.