Certificate IV Business

Course name: Certificate IV in Business
Course Code: BSB40215
Course Type: Certificate IV
Course Level: Skills Building
Department: Business Services
Course Location: Werribee
Course Duration: 52 weeks

The program for BSB40215 Certificate IV in Business is delivered over a 52 week program inclusive of holidays. This course requires the student to undertake study, revision, reading, research, preparation and assessments (such as projects and reports) outside set classroom hours.

Course Overview
This qualification 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 analysis information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

Entry Requirements
All students must of the age of 18 years or over at the time of applying for admission at GSTA.

Entry into this course requires successful completion of an Australian Year 10 qualification or equivalent. However, selection is not based purely on academic performance. Relevant work experience, work samples and other documentation submitted will also be considered.

In addition to meeting the academic requirements applicants must demonstrate their competence in literacy and numeracy levels when enrolling into the course.

Mature age students will also be considered without the minimum education requirements but with relevant work experience within chosen area of study and a demonstrated capacity to meet course requirements.

Numeracy and literacy
Students language, literacy and numeracy will be screened prior to being accepted into the course. Where it is determined that an applicant may not have sufficient English language skills to complete the qualification and work successfully in a managerial role they will be provided with two referrals:

- AMES runs the English programs, and can provide LLN support and assistance and if necessary, specific English Language training.
- Local neighbourhood centres provide specialist Adult Literacy and Numeracy Programs, and can tailor a program to suit the student’s needs. One example is:
**Certificate IV Business**

**Course Structure**

<table>
<thead>
<tr>
<th>UNIT CODE</th>
<th>UNIT TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBWH5401</td>
<td>Implement and monitor WHS policies, procedures</td>
</tr>
<tr>
<td></td>
<td>and programs to meet legislative requirements.</td>
</tr>
<tr>
<td>BSBADM405</td>
<td>Organise meetings.</td>
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<tr>
<td>BSBADM401</td>
<td>Make a presentation.</td>
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<tr>
<td>BSBITU401</td>
<td>Design and develop complex text documents.</td>
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<tr>
<td>BSBITU404</td>
<td>Produce complex desktop published documents.</td>
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<td></td>
<td>Develop teams and individuals.</td>
</tr>
<tr>
<td>BSBLE401</td>
<td>Analyse and present research information.</td>
</tr>
<tr>
<td>BSBWRT401</td>
<td>Write complex documents.</td>
</tr>
<tr>
<td>BSBSLS407</td>
<td>Identify and plan sales prospects.</td>
</tr>
<tr>
<td>BSBSLS408</td>
<td>Present, secure and support sales solutions.</td>
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</tbody>
</table>

**Course Cost:** (course scheduled fees entered here)  
Application Fee $ 150.00 (non-refundable)
Materials fee $ 250.00 (non-refundable)
Tuition $ 4100
Total course cost $ 4500

**Qualification and Recognition**

Global Skills Training Academy is committed to providing quality training and assessment in accordance with the Standards for Registered Training Organisations (RTOs 2015). As such, Global Skills Training Academy offers Recognition of prior learning to all student (where applicable), and recognised qualifications issued by other Registered Training Organisations (RTOs) for the purpose of credit transfer.

At the successful completion of the qualification students will be awarded with the “Testamur” and a “Statement of Results” which provides information relating to the Units of Competency completed in the BSB40215 Certificate IV in Business. Where only Partial Completion of the qualification has been achieved, students will be awarded with a “Statement of Attainment” which will detail only the Units of Competency that student has achieved competency from the qualification.

**Employment Prospects**

Employment outcomes associated with this qualification relate to the business / officer administration sector. Possible job titles and roles relevant to this qualification include:
- Analyst
- Office Administrator
- Personal Assistant
- Clerk
- Small Business Owner
- Operator/Manager
- Receptionist
- Secretary

**Assessment**

The type of delivery selected for this training course is based on the learning objectives and the nature of the teaching and learning tasks and the diversities encountered within the learners of the group. To ensure effectiveness, training programs combine a mixture of classroom presentation and student participation methods.

Tasks will be set throughout the course (by the trainer) for each student that relate to the course structure and their vocational direction (as this course is transferable across a variety of business settings) for practice / formative assessment.

Participants are expected to attend all scheduled training sessions.

All students are notified of the assessment process and dates at the beginning of each unit.

Assessment is carried out in accordance with the:
- benchmarks for assessment
- specific industry requirements
- principles of assessment
- rules of evidence

Assessment is competency based and includes projects, class activities, group work and observation.

**Opportunities for Further Study**

Participants will be provided with advice on career development and training options throughout the delivery of the program.

**Pathways into the qualification**

There are no entry requirements for this qualification.

Preferred pathways include:
- BSB30115 - Certificate III in Business or other relevant qualification.
- with vocational experience assisting in a range of environments.
- or teams but without a formal business 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 Office
- Word Processing Operator

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

**Pathways from the qualification**

Further training pathways from this qualification may lead BSB50215 (Diploma of Business), or other Diploma level qualifications.

**Employment Pathway**

The Certificate IV in Business is intended to prepare students or recognise and develop existing workers who are performing a range of roles in a business environment.

This qualification is transferrable across many industries, as it teaches transferrable business skills.

Employment outcomes targeted by this qualification include:
- Administrator
- Project Officer
- Supervisor
- Administrative Supervisor

Can prospective students enrol in individual units?

Yes, please contact staff for further information.

**Enquiries:**
All enquiries can be directed via mail, email or by phone to:

**Address:** 550 City Rd, South Melbourne VIC 3205,
**Email:** admin@globalsta.com.au
**Phone:** 1300 317 532