



## SERVICES AVAILABLE

**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

**Enquiries:**

All enquires can be directed via mail, email or by phone to

**Address:** 550 City Rd, South Melbourne VIC 3205

**Email:** [admin@globalsta.com.au](mailto:admin@globalsta.com.au)

**Phone:** 1300 317 532

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 analyse 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 be 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 as a manager 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.  
<https://www.ames.net.au/education-and-training.html>
- Local neighbourhood centres provide specialist Adult Literacy and Numeracy Programs, and can tailor a program to suit the student's needs. One example is:  
<http://www.theavenue.org.au/nationally-recognised-courses.html>

## Course Structure

UNIT CODE	UNIT TITLE
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements.
BSBADM405	Organise meetings.
BSBCMM401	Make a presentation.
BSBITU401	Design and develop complex text documents.
BSBITU404	Produce complex desktop published documents.
BSBLED401	Develop teams and individuals.
BSBRES401	Analyse and present research information.
BSBWRT401	Write complex documents.
BSBSLS407	Identify and plan sales prospects.
BSBSLS408	Present, secure and support sales solutions.

**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**

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## 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 (RTO) for the purpose of credit transfer.

At the successful completion of the qualification students will be awarded with the "Testamur" and a "Record 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, or
- with vocational experience assisting in a range of environments providing administrative or operational support to individuals and/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.

