

BSB40215

CERTIFICATE IV

IN BUSINESS



OVERVIEW

This qualification reflects the role of individuals to work in supervisor-level roles in a business environment. To develop and build a broad range of knowledge and skills to provide solutions, analyse information and provide support to the team in New South Wales.

This course can be delivered in a flexible program of classroom training and self-paced learning activities.

QUALIFICATION STRUCTURE

There are ten (10) units of competency to complete, comprising of one (1) core unit and nine (9) elective units of competency. Please see the next page for our standard BSB40215 Certificate IV in Business program.

Keep in mind, one of our ARC representatives will be happy to discuss unit selection.

ARC Training offers the opportunity to go through a Recognition of Prior Learning (RPL) process. Please talk to an ARC Training representative about applying for RPL or a credit transfer.

Entry Requirements:

There are no entry requirements for this qualification. Student will be required to provide their USI and complete a language, literacy and numeracy test.

ARC Training has policies, procedures and information to help create a safe and healthy, culturally diverse, friendly and non-discriminatory learning environment.

Pathways

On completion of this qualification you may wish to further your education by enrolling in any of the following qualifications:

- ☒ BSB42015 – Certificate IV in Leadership and Management
- ☒ BSB50215 – Diploma of Business

Where will the training take place?

Training and Assessment will take place:

Classroom: Training and assessment takes place in a classroom and involves discussions and activities.

Self-directed learning: Further study and assessment activities are done by participants in their own time.

Assessment: The methods in which students are assessed may include written questions, scenarios and observations.

What ARC Training provides?

We provide learning materials, assessment tools and a qualified trainer and assessor.

How long will the program run?

Students have up to 6 months to complete the course.

Possible job roles

- ☒ Office administrator
- ☒ Customer service officer

How much will it cost?

Subsidised Training: funding may be available for eligible participants under the NSW Smart and Skilled Program.

To be eligible for a subsidised place, you must be:

- ☒ an Australian Citizen, Australian Permanent Resident, Humanitarian Visa Holder or NZ Citizen
- ☒ 15 years old or over
- ☒ Living or working in NSW
- ☒ No longer be at school or equivalent.

This training is subsidised by the NSW Government.

Total student fee:

Exemption \$0 Concession \$240
First Qualification \$1,580
Subsequent Qualification \$1,850

BSB40215 CERTIFICATE IV IN BUSINESS

01

CORE
BSBWHS401

Implement and monitor WHS policies, procedures and programs to meet legislative requirements

02

ELECTIVE
BSBLDR402
BSBRSK401
BSBWOR404
BSBCUS402
BSBADM409
BSBINN301
BSBLED401
BSBWRT401
BSBWOR403

Lead effective workplace relationships
Identify risk and apply risk management processes
Develop work priorities
Address customer needs
Coordinate business resources
Promote innovation in a team environment
Develop teams and individuals
Write complex documents
Manage stress in the workplace

Please note: electives may change, depending on organisational and student needs.

Why participate in training?

- ✓ To receive a nationally recognised qualification.
- ✓ To further develop your career.
- ✓ To formalise your skills and knowledge.
- ✓ To learn to perform your job easier and better.

Learning Support

Students to have access to a Trainer/Assessor and the Student Services team to provide course and assessment support.