

BSB40215

Certificate IV in Business



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 defined range of unpredictable problems and analyses information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.



NATIONALLY RECOGNISED
TRAINING

Entry Requirements

There are no entry requirements.

Must be employed in a relevant position if undertaking through a traineeship program.

Course Requirements

10 units of competency are required to complete this qualification, including 1 core unit and 9 elective units. This qualification has a 24 month term for full-time employees and a 36 month term for part-time employees under a traineeship arrangement.

Recommended course structure*

Code	Title	Core/Elective
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	Core
BSBCUS402	Address customer needs	Elective
BSBCUS403	Implement customer service standards	Elective
BSBEBU401	Review and maintain a website	Elective
BSBADM405	Organise meetings	Elective
BSBADM409	Coordinate business resources	Elective
BSBITS401	Maintain business technology	Elective
BSBITU402	Develop and use complex spreadsheets	Elective
BSBMKG413	Promote products and services	Elective
BSBWRT401	Write complex documents	Elective

*Please speak to one of our Training Consultants about alternative units available.

Pathways

After achieving this qualification, individuals could progress to a range of Diploma level qualifications within the Business Services Training Package, including BSB50215 Diploma of Business.

Job Roles

Possible job roles in this qualification are;

- Project Officer
- Administrator

Further details on Qualifications and Job Pathways are available from Australian Apprenticeships Training Information Service website: www.aatinfo.com.au, click on Search then select your State and Industry.

Call Access Group Training
today

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