

BSB40215 CERTIFICATE IV IN BUSINESS

CRICOS 090754A

COURSE OVERVIEW

The varied roles within organisations require well-rounded employees that have a broad understanding of the core functions of business operations. Business qualifications equip staff with the contemporary knowledge and skills required to be effective in the modern workplace.

This Certificate IV in Business is a nationally accredited qualification which will give you the ability required for frontline and middle management in business, office and/or administration environments. This qualification is relevant across all industry sectors and business functions, and is suited to those working in retail, manufacturing, resources, business services, community services, sales, and the public sector. The Certificate IV is particularly suited to experienced employees who are looking to step up into middle business roles, or those who have completed an AQF level 3 qualification in a business related field.

JOB PROSPECTS

Administrator, Project Officer, Business Coordinator, Team Leader, Office Coordinator

ENTRY REQUIREMENTS

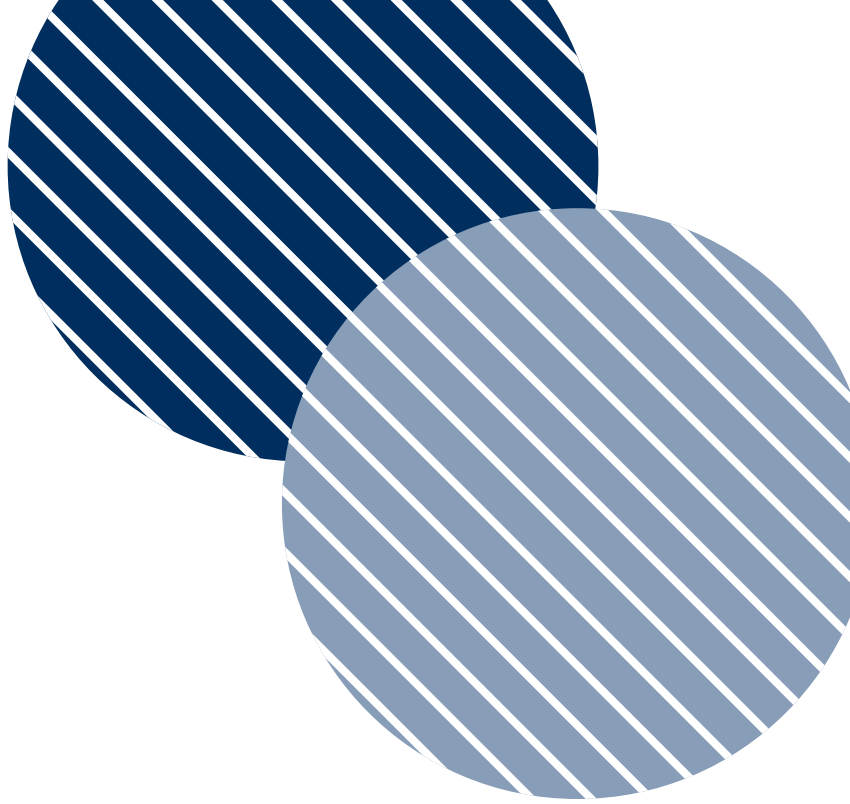
- Students must be at least 18 years old.
- Completion of Year 11 or equivalent.
- Non school-leavers are selected according to eligibility and merit, vocational experience, previous study and personal competencies.
- English language requirements: IELTS 5.0 (with no individual band less than 5.0) or equivalent, or Site Institute pre-admission test level 4.

COURSE FEES

**MULTIPLE
INTAKES**

DURATION

40 WEEKS



PATHWAYS

Certificate IV in Business provides a foundation for higher level business-related qualifications including the Diploma of Business Administration.

This means you can cut down the amount of time and money you need to complete your degree, or in some cases, even enrol straight into the second year of your university course.

RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) is available for each Unit of Competency based on relevant workplace experience, formal training or other expertise.

Recognition will involve mapping and submission of evidence in a portfolio form to be assessed by Site Institute assessors.

UNITS

BSBWOR404 Develop work priorities

BSBCRT401 Articulate, present and debate ideas

BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements

BSBWRT401 Write complex documents

BSBMGT407 Apply digital solutions to work processes

BSBMKG417 Apply marketing communication across a convergent industry

BSBMKG418 Develop and apply knowledge of marketing communication industry

BSBCMM401 Make a presentation

BSBCUS403 Implement customer service standards

BSBMKG413 Promote products and services

*Information current at time of printing. Units may be subject to change.

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