



# BSB40215 Certificate IV in Business

National ID: BSB40215 | State ID: AVV9

## About this course

### Make your mark in the corporate world.

The Certificate IV in Business reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. Participants will learn how to apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources.

### Students will gain skills in:

- Managing customers needs and feedback
- Developing and promoting products and services
- Recruiting staff

With only one core unit, this qualification allows students a wide range of flexibility and options for student. There are multiple electives to select from, covering areas such as projects, presentations, customer service, marketing, record keeping, research, organising meetings, finance, risk management and documentation including Microsoft Excel.

This course is available at other campus locations upon request.

## Overview

**Available all year, 2019**

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## Broome Campus - Qualification details

-  Duration: **1 Year**
-  When: **Available all year**
-  How: **Face-to-face block delivery**  
**Face-to-face classroom delivery**  
**Mixed mode**  
**On the job/on location**  
**Online learning - flexible/self-paced**  
**Part-time**

## Units

This is a suggested study plan. North Regional TAFE offers a variety of alternative units, and packaging rules apply to these selections. Your unit options will be discussed with you prior to enrolment.

Students must successfully complete 1 core and 9 elective units to be awarded this qualification.

### Core

National ID	Unit Title
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements

### Elective


National ID	Unit Title
BSBADM405	Organise meetings
BSBCMM401	Make a presentation
BSBCUS402	Address customer needs
BSBINN301	Promote innovation in a team environment

National ID	Unit Title
BSBITU401	Design and develop complex text documents
BSBITU402	Develop and use complex spreadsheets
BSBITU404	Produce complex desktop published documents
BSBREL401	Establish networks
BSBWRT401	Write complex documents

## Study pathway

 [Diploma of Business](#)

## Job opportunities

 [Personal assistant](#)

### Other job titles may include:

- Office administrator
- Project officer

## Fees and charges

North Regional TAFE's **indicative fees for 2019** are available [here](#). These fees are indicative for local students enrolling full-time in Government-funded courses. Fees are calculated based on individual circumstances at the time of enrolment. Concessions for eligible certificate I - IV level courses, annual fee caps and other charges may apply.

For more information, please click [here](#).

### VET Student Loans

VET Student Loans is an income contingent loan support available to eligible students studying a diploma level or above qualification. For more information, please click [here](#).



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Western Australia.*

#### International student fees

Fees, charges, available locations, applications, and enrolment procedures for international students are different to those applicable to local students. Please visit the [TAFE International WA website](#) to confirm available courses and fees. Tuition fees are paid through TIWA.

**Please note, fees are subject to change.**



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