



Certificate IV in Business BSB40120

About the course

This course will provide a sound knowledge and skill base for your business and administrative career. You will gain a broad range of skills which includes using computer applications, customer service, creating business documentation, as well as working effectively within a team. This course can be delivered as both part of a traineeship or as a non-trainee.

Who should attend?

This qualification is suited to those working as administrators and project officers they may provide leadership and guidance to others with some limited responsibility for the output of others.

Possible job roles could be	Assessment	Possible Delivery Modes
<ul style="list-style-type: none">○ Administrator○ Executive assistance○ Sales Account Assistant○ Office administrator○ Administration Officer○ Project Officer	Assessment is ongoing during the program and includes undertaking workplace specific activities. The assessments consist of Q&A, projects, practicals, and observations. This is completed partially within the classroom with an expectation of approximately additional 3 hours per week of self-paced study.	Delivery for this course is available in multiple modes. Our preferred and most popular deliver mode: <i>Virtual Classroom:</i> 3-hour classes every 3 weeks, with a trainer and other students. Requires logging into the virtual classroom platform. <i>Physical Classroom:</i> weekly or fortnightly classes held in our offices. <i>Traineeships:</i> In addition to choosing one of the options mentioned above, trainees will also participate in up to four progress check-ins over a 12-month period. *In specific cases, other tailored options may be available.
Recognition of Prior Learning (RPL) RPL is available for each unit of competency based on relevant workplace experience, formal training or other expertise. Recognition will involve submission of evidence.	Access and Equity Integrity Business College encourages participants who have disabilities to apply.	
Course Fees Fees are variable subject to eligibility for Government subsidised training. Please contact us for more information.	Duration The minimum duration is 11-12 months depending on current skills, knowledge and previous experience.	

For more information, please visit our website
www.integritybusinesscollege.au

Integrity Business College Australasia Pty Ltd (RTO # 21739)
Level 4, Suite 401B, 198 Harbour Esplanade, Docklands VIC 3008
Adelaide: 217 Flinders Street, Adelaide SA 5000

1300 731 451

Prerequisites and pathways for the qualification

There are no entry requirements for this qualification, but participants are subjected to a pre-training review to confirm suitability. Possible qualification after successful completion is Diploma in Business or Management.

Requirements to receive the Certificate IV in Business

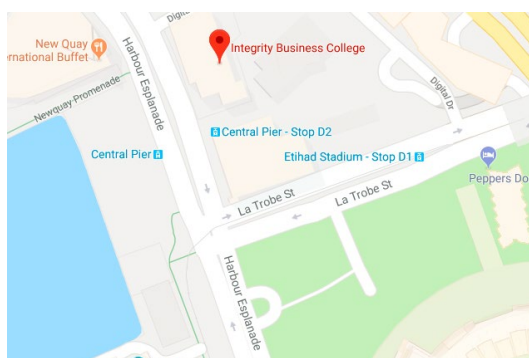
This qualification requires the demonstration of competency in a minimum of 12 units.

Potential Units Covered

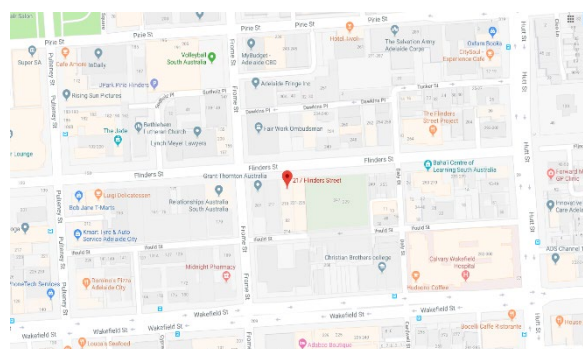
- BSBWHS401 Implement and Monitor WHS Policies, Procedures and Programs
- BSBCRT411 – Apply Critical Thinking to Work Practices
- BSBTEC404 – Use Digital Technologies to Collaborate in a Work Environment
- BSBTWK401 – Build and Maintain Business Relationships
- BSBWRT411 – Write Complex Documents
- BSBXCM401 – Apply Communication Strategies in the Workplace
- BSBMKG434 – Promote Products and Services
- BSBHRM415 – Coordinate Recruitment and On-boarding
- BSBPEF401 – Manage Personal Health and Wellbeing
- BSBPEF402 – Develop Person Work Priorities
- BSBTEC401 – Design and Produce Complex Text Documents
- BSBTEC402 – Design and Produce Complex Spreadsheets
- BSBPMG430 – Undertake Project Work
- BSBOPS403 – Apply Business Risk Management Processes
- BSBOPS404 – Implement Customer Service Strategies
- BSBXTW401 – Lead and Facilitate a Team
- BSBSTR402 – Implement Continuous Improvement
- BSBXCS402 – Promote workplace cyber security awareness and best practices

Locations

Level 4, Suite 401B
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