

BSB40215 Certificate IV in Business



Our Certificate IV in Business is designed to respond to the learning needs of employees assuming increasing responsibility in their organisations. They may have developed some administrative and supervisory skills, or be seeking to learn and apply these in the near future. The program covers a broad array of business and organisational tasks and responsibilities, including workplace safety, customer service, organisation meetings, creating marketing plans and managing one's own priorities while building effective working relationships with others.

Like the Certificate IV in Leadership and Management, the Certificate IV in Business is a practical and applied initial qualification in the field of Business management.

Our Difference

Business College Online, is a fully-accredited Registered Training Organisation (RTO Number 91779) and one of Australia's most respected providers of management and business courses



- We use exceptional learning materials to ensure that you enjoy your studies.
- We provide outstanding support to help you complete your course as fast as you can.
- We deliver flexible, distance learning materials as well as organisation-based courses so that you can take your studies with you.

Course Duration maximum timeframe 12 months (NB: could be completed earlier)



Entry Requirements

This course has the following enrolment requirement:

- Minimum age 16 years
- Have access to a fully-functional computer/smart device loaded with a web-browser (e.g. Internet Explorer, Firefox) and appropriate software applications to read PDF files (e.g. Adobe), produce documents (e.g. Microsoft Word etc)
- Have access to a computer/smart device with reliable Internet access (ability to download and upload documentation from/to the Dragon College of Business online learning server)
- Have a current valid email account for online learning and assessment communication and support;
- Have a telephone and current valid telephone number for learning and assessment communication and support
- Successfully complete all assessment tasks within the required timeframes

Commencement of subject or course

A subject or course is deemed to have started if the "start of study date" has passed and the delivery of the course has commenced.

On-line delivery is said to have commenced if the course is open in the on-line environment for the individual student.

This is automatic once appropriate fees have been paid

Career Opportunities

Successful completion of this qualification may lead to career opportunities such as:

- project Officer
- Administration
- Coordinator
- Supervisor

Business College Online - Dragon College of Business

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RPL (Recognition of Prior learning) / Credit transfer

A student may apply for RPL on the basis of their experience (work experience or other experience, including qualifications completed) and our College will grant them credit for any units where the student can provide sufficient evidence that they have already met the requirements of the competency standards set by industry.

Learners applying for RPL may be required to undergo further assessment before being granted RPL.

RPL and or Credit transfer is available and you must meet the criteria associated with this process. Regardless of the assessment pathway undertaken the pricing structure remains the same

Total of 10 units of competency required to complete this Qualification

Core Unit of Competency (1)

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

Elective Units of Competency (9)

BSBADM405 Organise meetings
BSBADM409 Coordinate business resources
BSBCMM401 Make a presentation
BSBCUS402 Coordinate implementation of customer service strategies
BSBCUS402 Address customer needs
BSBCUS403 Implement customer service standards
BSBCON401 Work effectively in a business continuity context
BSBEBU401 Review and maintain a website
BSBFAI402 Report on financial activity
BSBINN301 Promote innovation in a team environment
BSBIPR401 Use and respect copyright
BSBIPR402 Protect and use new inventions and innovations
BSBIPR403 Protect and use brands and business identity
BSBIPR404 Protect and use innovative designs
BSBIPR405 Protect and use intangible assets in small business
BSBITA401 Design databases
BSBITS401 Maintain business technology
BSBITU401 Design and develop complex text documents

Learning Outcomes

- Access the latest thinking about business and management and apply this to your current and future roles
- Learn how to organise many of the critical functions in every organisation, including teams, projects, meetings, and the performance of yourself and your colleagues
- Develop skills in marketing planning and strategy and strategy implementation
- Become a more effective team leader and team participant
- Practise more effective ways of managing your own work-life
- Provides the foundation for advanced studies in business and for future roles in business management

Assessment

Our Certificate IV in Business has been designed for the use of both distance learning, the workplace and previous work experience for assessment activities.

As a competency based qualification, the assessment tasks seek evidence that learners have mastered the skills and knowledge contained in each unit.

Commonly used assessment activities in our units are Quizzes with Electronic exams, quick learning activities, work-based projects, case studies, discussions, practical exercises and personal reflections.



NATIONALLY RECOGNISED
TRAINING

E-Learning (web-based online component)

E-Learning quizzes and exams form part of the assessment process; Assignments and workbooks will need to be completed and you will be required to demonstrate that you have an understanding of the knowledge in relation to these Units of Competency



Elective Units of Competency - Continued

BSBITU404 Produce complex desktop published documents
BSBLED401 Develop teams and individuals
BSBMKG413 Promote products and services
BSBMKG414 Undertake marketing activities
BSBPMG522 Undertake project work
BSBRKG402 Provide information from and about records
BSBREL401 Establish networks
BSBRES401 Analyse and present research information
BSBRK401 Identify risk and apply risk management processes
BSBSUS301 Implement and monitor environmentally sustainable work practices
BSBWRT401 Write complex documents