



## BSB40215 Certificate IV in Business

### Overview:

This nationally recognised 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 a defined range of unpredictable problems and analyse information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others. This qualification would be perfect for those that are already in the field and wishing to formalise their skills or enhance their current skills. Job titles relevant to this course may include:

- Team leader
- Personal assistant
- Clerk or secretary
- Project officer
- Administrator

### Pre-requisites:

There are no pre-requisite units required to enrol into this course under the training package, however participants must have basic computer skills and access to a reliable computer with internet and e-mail access.

### Licence & Regulatory Requirements:

Not Applicable

### Units of Competency:

On successful completion participants will be issued with a qualification certificate with the following units:

#### Core Units:

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

#### Elective Units:

BSBCUS401 Coordinate implementation of customer service strategies

BSBCUS402 Address customer needs

BSBCUS403 Implement customer service standards

BSBADM405 Organise meetings

BSBINN301 Promote innovation in a team environment

BSBCMM401 Make a presentation

BSBITU402 Develop and use complex spreadsheets

BSBLED401 Develop teams and individuals

BSBMKG413 Promote products and services

### Delivery method:

Option 1: Online / self-paced with 12 months to complete. This course could be completed with 25 - 30 hours of study per unit, depending on the individual learner and their personal circumstances and other commitments.

Option 2: Classroom (group bookings only)

### Fees and charges:

Fees include all assessments

Option 1: \$699

Option 2: Group bookings only- please contact us for pricing

Recognition of prior learning: \$1,200

### More information:

Please head to our website <http://www.atiaustralia.edu.au> to view our learner handbook, which outlines all terms and conditions.

If you require any further information, please do not hesitate to contact us on 1300 738 850 or via e-mail: [admin@atiaustralia.edu.au](mailto:admin@atiaustralia.edu.au)

or visit our head office at Shop 7, 51 Brighton Rd, Sandgate QLD 4017.