



BSB40215 Certificate IV in Business

RTO Code: 31915

Course Description

BSB40215 Certificate IV In Business. This 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.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

For more information about the course, visit www.training.gov.au

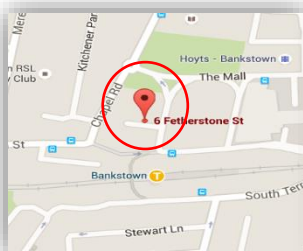
Education and Work Pathways

After achieving this qualification, candidates may choose to undertake studies at a higher education level. This course is a pathway into the Diploma of Business or Diploma of Leadership and Management.

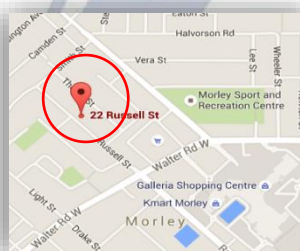
Potential job outcomes upon completion of this course:

- Project officer
- Administrator
- Admin. Assistant
- Accounts clerk
- Customer service

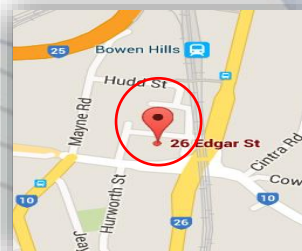
Locations



**6 Fetherstone
Street, Bankstown
NSW 2200**



**22 Russell St, Morley
WA 6062**



**26 Edgar Street,
Bowen Hills,
Queensland**

Images source: www.google.com.au

Fees

Please contact us on **1300 827 188** for information on fees, funding and payment plan options. Fees include all books and materials.

Language, Literacy and Numeracy requirements (LLN)

We recognise that not all people are able to read, write and perform calculations to the same standard. To help give you an idea of the language, literacy and numeracy skills required to study this course, you should sit for our LLN assessment before enrolment.

Support Services

During your studies with Future Academy, you will have access to a comprehensive range of support services

These include:

- Academic support
- Student support
- Learning support

COURSE CODE	BSB40215
PREREQUISITES	None
DURATION	➤ 24 weeks
TERMS	2
ASSESSMENTS	➤ Case studies ➤ Short answers ➤ Projects ➤ Role play
DELIVERY MODE	➤ Classroom based training
ENTRY REQUIREMENTS	There are no entry requirements for this qualification, however candidates must be 18 years old at the time of enrolment.

How to Enrol

Your enrolment is only one step away! Enrolling with Future Academy is easy. Just call one of our friendly staff members on:

1300 827 188

Contact us

We appreciate that choosing the right course is important. If you would like to discuss your career or course contact us on **1300 827 188** or send us an email to info@futureacademy.edu.au with your queries.

Recognition of Prior Learning (RPL)

Students can apply for Recognition of Prior Learning (RPL) for this qualification, and all students will be offered this option upon enrolment into the course. Please talk to one of our support officers for further information.





Course Structure

Ten Units (1) core and **five (9) elective** units are required for the award of the **BSB40215 – Certificate IV in Business**. Units have been selected in accordance with the packaging rules and are relevant to the work outcome, local industry requirements and qualification level.

The following Units of Competency as identified in the National Business Services Training Package must be successfully completed to attain the Certificate IV in Business at Future Academy.

Unit code	Unit title	Core/Elective
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	Core
BSBADM405	Organise meetings	Elective
BSBADM409	Coordinate business resources	Elective
BSBCMM401	Make a presentation	Elective
BSBCUS402	Address customer needs	Elective
BSBEBU401	Review and maintain a website	Elective
BSBIPR401	Use and respect copyright	Elective
BSBITS401	Maintain business technology	Elective
BSBLED401	Develop teams and individuals	Elective
BSBRK401	Identify risk and apply risk management processes	Elective

For full course competency details visit www.training.gov.au

Disclaimer

Future Academy does **NOT** guarantee that:

- A learner will successfully complete the course. This is subject to completing all the required units of competency.
- A learner will obtain an employment outcome as this is outside the control of Future Academy.
- A learner will obtain a qualification or a statement of attainment without successfully completing the assessments.

New South Wales Campus

6 Fetherstone Street,
Bankstown, NSW 2200

Western Australia Campus

22 Russel Street, Morley WA 6062

Queensland Campus

26 Edgar Street, Bowen Hills,
Queensland

Phone 1300 827 188

Email info@futureacademy.edu.au

Web www.futureacademy.edu.au