Western Business School
RTO: 4183

BSB40215 Certificate IV in Business

Suggested program outline

Core Units

BSBWHS401
Implement and monitor WHS policies, procedures and programs to meet legislative requirements 50hrs

Elective Units

BSBFIA402
Report on financial activity 30hrs
BSBRES401
Analyse and present research information 40hrs
BSBADM405
Organise Meetings 20hrs
BSBINN301
Promote innovation in a team environment 40hrs
BSBLED401
Develop teams and individuals 40hrs
BSBMKG413
Promote products and services 40hrs
BSBREL401
Establish networks 35hrs
BSBWRT401
Write complex documents 50hrs
BSBCMM401
Make a presentation 30hrs

Western Business School is a registered training organisation delivering nationally recognised training. We have a commitment to helping people achieve their learning goals in a fun and supportive learning environment.

Western Business School provides specialised industry training for anyone considering a career and employment within the Business industry.

How can training benefit you?

- A Nationally Recognised qualification upon successful completion of the course
- Fun and flexible delivery of training and assessment by experienced industry trainers and assessors
- The opportunity to choose a career path through recognised qualifications
- Learning of new skills
- Develop your existing skills further, or have your existing skills recognised with a nationally recognised qualification
- Meet new people and gain confidence in your employment skills!

Pathways into the qualification:

Preferred pathways for candidates considering this qualification include:

- BSB30115 Certificate III in Business or other relevant qualification/s

OR

- with vocational experience assisting in a range of environments providing administrative or operational support to individuals and/or teams but without a formal business qualification

Pathways from the qualification:

A range of Diploma level qualifications within the Business Services Training Package, or other Training Packages.

What content is covered in the training?

The Certificate IV in Business is suited to individuals who use well developed skills and a broad knowledge base in a wide variety of contexts.

The qualification is tailored by Western Business School to expand your skills base in a developing "green economy".

Successful completion will provide students with the ability to gain employment in a range of administrative services.
Such job roles may include:

- Administrator
- Customer Service Advisor

Melbourne
30-32 Courtney St
North Melbourne
VIC 3051
p 1300 656 461
f 1300 360 179

Sydney
Suite 2/190 George St
Parramatta
NSW 2150
p 1300 760 099
f 1300 760 077

Queensland
1a / 45 Cordelia St
South Brisbane,
QLD 4101
p 1300 311 272
f 1300 422 940

Western Business School
RTO: 4183

Units

Participants need to complete 10 units of competency.

Who can undertake the training?

Our entry requirements are for students to have very good English skills, both written and spoken. Very good computer skills are an advantage.

The pre-requisites for this course are:

There are no pre-requisites for this course.

How often do the courses run and what is their duration?

The course is run within your workplace while undertaking a traineeship with your employer.

How is the course trained & assessed?

The course consists of both theory and practical elements and is completed via assessment within the workplace.

Assessment is used to provide you with feedback on your progress and to measure your skills and knowledge against the training qualification requirements and those of the industry. The assessment process will include written and practical demonstration, observation and will normally require some time away from the working desk completing assignments and self-paced exercises.

Recognition of Prior Learning (RPL)

If you believe you are already competent in a number of skills through your work or life experience, then these skills may be formally recognised via our RPL program.

As part of the RPL assessment your existing skills and knowledge will be assessed against a range of industry standards by a qualified assessor. You can demonstrate your competence in a variety of ways including performing tasks, sharing your anecdotes about how you carry out tasks in the workplace or providing work samples.

Benefits of applying for RPL:

- It can accelerate you through your qualification.
- A qualification may assist you with getting promotion, job security, a change in career or even a pay rise.
- It can help your studies to be interesting and challenging (as you are not learning things you already know).
- Reduced study load.
- Better planning of future training.

Credit Transfer

Credit Transfer is the process where the Western Business School accepts and provides credit to you for units of competency that you have previously completed at another training organisation. If you believe you have a Certificate of Qualification or Statement of Attainment for any units previously completed Western Business School will confirm the unit and award a Credit Transfer to you.

Benefits of applying for Credit Transfer

- It can accelerate you through your qualification.
- Reduced study load.
- Better planning of future training.

What will I expect

Duration – 1 year.

With regular contact with your Trainer/ Assessor, a minimum of 5 visits to your workplace, and support from both your employer and workplace supervisors, you'll gain your nationally recognised qualification with plenty of on the job practice! Are you ready to commence your career?

Where do I start?

Have you recently applied for a Traineeship course?

Yes

Our Starter Kits have all our course/unit information to start your training process. You will receive your Starter Kit during your induction Session.

No

Apply for your traineeship course today and receive a Nationally Recognised Qualification on successful completion.

Start now:

http://www.wpcgroup.org.au/job-seekers/submit-your-resume

Training and employment services are available to all clients regardless of ethnicity, gender, age, marital status, sexual orientation, physical or intellectual impairment.

Western Business School training adheres to principles of access and equity.

Western Business School encourages individuals with disabilities to apply.

NSW

This training is subsidised by the NSW Government. Commonwealth Government Funding is also available.

The Smart and Skilled website is available for you to access at any time. https://smartandskilled.nsw.gov.au/ or call 1300 772 104.

The Administration Manager of WBS is the delegated Consumer Protection Officer and can be contacted on 039321 0844

Refer to our website for details relating to any complaints and/or appeals.

Would you like more information?

Contact our friendly team at

Western Business School (TOID: 4183 on 1300 656 461

www.wbs.org.au

Tuition fees only apply for this course. Information on our website www.org.au/student information/planning for training/fees and charges

More information can be found in our participant hand book

Victorian & Queensland employers are welcome to sponsor their trainees and pay all tuition fees.

Please contact our Administration Department for more information.

Course Fee Information

BSB40215 CERTIFICATE IV IN BUSINESS VICTORIA			
	Tuition Fees	Subsidised contribution	Fortnightly instalment
Full Traineeship Fees	$1,500.00		$75.00
Student Contribution *		$500.00	$25.00
Non Traineeship	$3,200.00		$160.00
Student contribution based on successful grant application of $1000			
EMPLOYERS ARE ENCOURAGED TO SUPPORT THE TRAINEESHIP BY PAYING FULL TUITION FEES			

NSW		
	Student contribution	Fortnightly instalment
Full Traineeship Fees**	$1000.00	$50.00
Concession**	$240.00	$12.00
Non Traineeship	$3,200.00	$160.00

**with smart and skilled funding

QLD		
	Tuition Fees	Fortnightly instalment
Traineeship Fees	$1,500.00	$75.00
Non Traineeship	$3,200.00	$160.00

Fee Information

- The student tuition fees as published are subject to change given individual circumstances at enrolment.
- All materials are inclusive. No other fees are associated with this course.
- WBS does not hold more than $1500 in advance for training yet to be dielivered and participants will not prepay more than $1500 in advance.
- Further information can be found in our Fees and Charges Policy available from www.wbs.org.au

Western Business School

RTO: 4183