

Certificate IV in Business

Career skills for the teams of tomorrow



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

Pathways into this qualification include:

BSB30120 Certificate III in Business or other relevant qualification with some vocational experience assisting in a range of support roles but without a qualification.

Pathways from the qualification include:

BSB50120 Diploma of Business or other business qualifications.

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

The qualification is tailored by Western Business School to expand and develop your business skills in a fast-paced modern economy.

Successful completion will provide students with the ability to gain employment in their preferred career pathway.

Such job roles typically include, but are not limited to:
Accounts Officer • Customer Service Advisor
E-Business Practitioner • Front of House Coordinator
Administration Officer • Personal Assistant

Your Choice of Study Pathways

Units of Study

Core Units

BSBTWK401

Build and maintain business relationships 35hrs

BSBTEC404

Use digital technologies to collaborate in a work environment 50hrs

BSBXCM401

Apply communication strategies in the workplace 50hrs

BSBWRT411

Write complex documents 50hrs

BSBCRT411

Apply critical thinking to work practices 50hrs

BSBWHS411

Implement and monitor WHS policies, procedures and programs 50hrs

Elective Units

BSBPEF402

Develop personal work priorities 40hrs

BSBPEF401

Manage personal health and wellbeing 60hrs

BSBCMM411

Make presentations 30hrs

BSBSTR401

Promote innovation in team environments 40hrs

BSBHRM413

Support the learning and development of teams and individuals 40hrs

BSBOPS405

Organise business meetings 20hrs

At a Glance

- 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

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How many units can I do? Participants need to complete 12 units of competency

Who can undertake the training? Our entry requirements are that students are competent in written and spoken English

Course pre-requisites? There are no pre-requisites for this course

Duration – 18 months

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?

How is the course trained and assessed? The course consists of both theory and practical elements and is completed via assessment within the workplace. Throughout the duration of your training program, you will be provided with feedback on your progress, ensuring you have the skills and knowledge required at the time of assessment. The assessment process will include written and practical written and practical activities, which includes demonstration and observation of your skills. This course will normally require some time away from the working desk completing assignments and self-paced exercises

What is Recognition of Prior Learning (RPL)?

If you believe you are already competent in a number of skills through your work or life experience, then those skills may be formally recognised via our RPL program. As part of the RPL assessment your existing skills and knowledge will be assessed 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.

What are the Benefits of applying for RPL?

- It can accelerate you through your qualification
- Your studies remain interesting and challenging (you are not repeating things you already know)
- Reduce study load, fast tracking your qualification.
- Future training opportunities are improved.

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 a Credit Transfer

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

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 General Manager of WBS is the delegated Consumer Protection Officer and can be contacted on 1300 656 461 Refer to your website for details relating to any complaints and/or appeals.

VIC

This training is delivered with Victorian and Commonwealth Government Funding. Eligibility criteria will apply. Where government subsidies apply, please note enrolment into this VET course will impact your access to future subsidised training. You may not be eligible for further subsidised training or you may exhaust your entitlement to lifetime limits of undertaking training in courses at the same level. Upon successful completion of this qualification, you may only access subsidised training if upskilling.

Getting Started

Have you recently applied for a Traineeship Course?

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

Yes

No



Apply for your Traineeship course today and receive a Nationally Recognised Qualification on completion

https://wpc.jobreadygateway.com.au/apprentice_registration/step_one/new

WBS adheres to principles of access and equity

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 encourages individuals with disabilities to apply.

Course Fee Information

BSB40120 CERTIFICATE IV IN BUSINESS			
DELIVERY WITH GOVERNMENT FUNDING			
VICTORIA [^]			
	Tuition Fees	Concession	
With Skills First funding	\$1,800.00	\$360.00	
Fortnightly instalment	\$90.00	\$18.00	
Estimated Victorian Government contribution		\$2060.00	
[^] This training is delivered with Victorian and Commonwealth Government Funding.			
NEW SOUTH WALES ^{**}			
	Tuition Fees	Concession	
Smart & Skilled traineeship scholarship	\$0.00 fees		
Smart & Skilled funding	\$1,000.00	\$240.00	
Fortnightly Instalment	\$50.00	\$12.00	
^{**} This training is subsidised by the NSW Government.			
FEE FOR SERVICE DELIVERY			
	NSW	QLD	VIC
Locations	✓	✓	✓
Tuition fees	\$4,500.00		
Fortnightly instalment	\$225.00		
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 delivered and participants will not prepay more than \$1500 in advance.			

Would you like more information?

Contact our friendly team at Western Business School (TOID: 4183)
Phone: 1300 656 461

Download the Participant Handbook at www.wbs.org.au