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# BSB40215 Certificate IV Business

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Tweed, Northern Rivers, North Coast, North West, Mid Coast, Hunter, Hunter-V-Tec,  
Sydney, Illawarra, Southern Tablelands, Shoalhaven, South Coast

RTO NO: 90179

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## COURSE BROCHURE

### BSB40215 - Certificate IV in Business

#### ❖ *Facilitated Online Learning*

Learn the skills you need to effectively manage the office administration aspects of a business.

You will learn practical skills in administrative work across all industries, such as developing work priorities, meeting customer needs, ensuring a safe workplace and writing and producing complex business documents.

This certification will help develop your business skills so you can apply solutions to unpredictable problems, analyse and evaluate information, and provide leadership and guidance to others in the workplace.

Potential career opportunities include:

- Business Administration
- Executive Personal Assistant
- Office Administrator
- Project Assistant/Coordinator
- Office Manager
- Small Business Owner

#### Course subjects

Unit Code	Unit Title	Unit Type
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
BSBWRT401	Write complex documents	Elective
BSBLDR402	Lead effective workplace relationships	Elective
BSBLDR403	Lead team effectiveness	Elective
BSBWOR404	Develop work priorities	Elective
BSBLDR401	Communicate effectively as a workplace leader	Elective

#### Course duration

- Full time traineeship varies between 18 and 24 months
- Part time traineeship varies between 27 and 36 months

## **Requirements:**

### ❖ *Minimum education*

While there are no formal education entry requirements, Hunter-V-Tec suggests you should have completed schooling equivalent to Australian Year 10, OR have relevant industry experience OR a relevant qualification.

### ❖ *Minimum age*

Minimum age of 16 years. If you are under 18 your application must be signed by a parent or guardian.

### ❖ *Computer requirements*

Learners will need access to a computer and the internet and have basic computing skills. Minimum computer specifications are:

All users:

- Broadband Internet Connection
- Adobe Reader XI or equivalent
- You will also need access to a phone, printer, photocopier and scanner
- Adobe Flash Player 11 or higher

### ❖ *Audio-visual requirements*

You will need access to software to view online videos and images. Software such as Adobe Reader, Windows Media Player, Windows Photo Viewer etc. are available as free downloads from the internet.

### ❖ *English language requirements*

This course requires you to read comprehensive learner workbooks, undertake a range of written assessments and engage in online discussion forums. Also, the delivery mode relies on the use of written communication.

As such, entry to the course requires English proficiency equivalent to Australian Year 10 level or 1 years of work experience in a role that requires the use of written documentation and communication.

## **Study materials**

Once you are enrolled in this course, you will receive access to the first set of units for the course. When you have successfully completed those units, you'll be given access to the next units when you require them. Remember this is completed at your own pace.

## Pathways

On completing this qualification students can choose:

- BSB42015 Certificate IV in Leadership and Management
- BSB51915 Diploma of Leadership and Management

Delivery Styles	
<b>E-Learning</b>	Self-paced study completed from home or at the office. Students learn online via an online learning platform. E learning includes numerous types of media that deliver text, audio, images, animation, interaction content and streaming video through web-based learning.

## What's included?

Our course includes detailed learning materials, assessments, certification upon successful completion and ongoing trainer support throughout the program.

## Recognition of Prior Learning (RPL)

RPL is available for each unit of competency based on relevant workplace experience, formal training and/or other expertise. To apply for RPL please discuss with our student support team or your trainer/assessor. For RPL you will be required to submit a portfolio of evidence within 12 months of the enrolment date.

## Course fees

Contact HVTC for qualification pricing, payment options and eligibility for Smart and Skilled funding.