

# BSB40215

## Certificate IV in Business



**Career Training Institute (CTI) is offering a 2019 enrolment opportunity for students wishing to further their career opportunities by undertaking BSB40215 Certificate IV in Business.**

This qualification is suited to those working in any small to medium enterprises as administrators, management assistants and/or 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. The Certificate IV in Business gives a well-rounded view of business operations.



### ROUND THE CLOCK ACCESS

Access your course material any time and anywhere at your convenience.



### ONE ON ONE TRAINER SUPPORT

Personalised trainer support by phone, email and messaging to help maximise your potential.



### FLEXIBLE LEARNING

Online delivery so you can self-direct your learning.



### SET MILESTONES

Scheduled milestones and reminders to help keep you on track to success.

### Course structure

To graduate from this course, students are required to complete ten units: one core unit plus nine electives. The following units in this course have been selected by CTI after investigation informed by engagement with industry.

### Units of Competency

BSBWHS401	Implement and monitor work health and safety (WHS) policies, procedures and programs to meet legislative requirements
BSBCUS403	Implement customer service standards
BSBMGT402	Implement operational plan
BSBADM405	Organise meetings
BSBMKG413	Promote products and services
BBSMKG414	Undertake marketing activities
BSBITU306	Design and produce business documents
BSBITU402	Develop and use complex spreadsheets
BSBMGT401	Show leadership in the workplace
BSBLED401	Develop teams and individuals

### Graduate skills

Students graduating from this course will be equipped with a range of skills to work in business related roles such as administration officer, marketing or management assistant, customer service representative or project officer.

### Entry requirements

There are no specific entry requirements, but it is expected that students will have the ability and aptitude commensurate with completing a secondary school education.

On enrolment, students will be given access to their course on the CTI Learning Management system. Prior to course commencement students are required to complete a Language, Literacy and Numeracy test. Pending the result of this test, the student will be permitted to continue to the course.

### Duration

The course is designed to be completed over a period of 10 months.

For the 2019 enrolment intake, the student has until 31 March 2020 to complete the course, which allows some flexibility. A schedule for the completion of each unit will be established by CTI, and it is expected that students will commit to comply with this schedule.

If the course is not completed by the end of the enrolment period, the student will be required to enrol for an additional period at full new enrolment cost.

### Course Fees

For 2019 CTI has implemented a new course structure and delivery platform and is offering a 50% discount to clients off the standard course fee.

The total cost of enrolment in BSB40215 Certificate IV in Business in 2019 will be \$2,000.00

This enrolment will conclude on 31 March 2020.

Course fees are GST free.

Clients will be charged 50% (\$1,000.00) at course commencement and will be charged for the remaining 50% (\$1,000.00) after six months.



### HOW TO APPLY

Applications open on 1 December 2018 and close on 31 March 2019.

An online application is available from [www.careertraining.edu.au](http://www.careertraining.edu.au) under the **Postgraduate** tab.

Early applicants will be given access to the Learning Management System from mid-January.

For students already enrolled in this course under the 2018 Career Advantage Program (CAP), please complete the Employer Agreement, also available under the **Postgraduate** tab and email it to [admin@careertraining.edu.au](mailto:admin@careertraining.edu.au).

### Find out more

T: 1300 284 111

E: [info@careertraining.edu.au](mailto:info@careertraining.edu.au)

W: [www.careertraining.edu.au](http://www.careertraining.edu.au)

