Local Students

BSB40215 Certificate IV in Business

General: This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others

Entry : Prospective students are required to complete a Language Literacy and Numeracy (LLN) assessment and a Pre-Training Interview, administered by and to the satisfaction of ITHEA and be at least 18 years of age.

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.

Vocational or educational outcomes: Students can go into a range of employment or further study options, including BSB50215 Diploma of Business.

Occupations may include:

• Administrator   • Project Manager

Job outlook: Please refer to the Australian Government Job Outlook site for job prospects for each of the occupations listed above.

Delivery and assessment: We offer students the flexibility of choosing between online learning or classroom delivery. Assessment methods allow for the gathering of sufficient quality evidence about the student's performance. Methods used include question and answer, activities and projects.

Core Unit

Unit Code	Unit Descriptor
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements

Elective Units

Unit Code	Unit Descriptor
BSBCUS402	Address customer needs
BSBINN301	Promote innovation in a team environment
BSBITU306	Design and produce business documents
BSBITU401	Design and develop complex text documents
BSBMKG413	Promote products and services
BSBMGT402	Implement operational plan
BSBRES401	Analyse and present research information
BSBRSK401	Identify risk and apply risk management processes
BSBWRT401	Write complex documents

Course duration: 1 year

This Training is delivered with Victorian and Commonwealth Government Funding. Eligibility criteria apply. People with disabilities are encouraged to apply.