

# Certificate IV in Business [BSB40207]



## About this Qualification

The efficiency of a business can be greatly improved by up-skilling staff so they can make the best contribution in their role.

The Certificate IV in Business qualification suits more experienced staff who would still benefit from updating and enhancing their skills.

The qualification allows a wide range of subject options to enable businesses to select the skills and knowledge that their staff would benefit from training in.

This flexibility with subject choice makes this qualification an extremely flexible one that can be tailored for most business types and job roles.

## Course Suitability

This course has general suitability for any experienced employees in an office or business environment eg:

- Senior Clerk
- Office Assistant
- Administrator
- Project Officer
- Administrative Officer
- Personal Assistant

Less experienced staff should consider Certificate III level studies before continuing to Certificate IV level.

## Enrolment Options

This qualification is available in most states as a government funded Traineeship enrolment\*

\*Subject to eligibility in your state. Refer to our brochure "About Traineeships".

The qualification is also available for individual students to enrol on a private basis.

Employers can also directly enrol staff where Traineeship enrolment is not suitable.

## Course Fees

The course fees for eligible New Worker Traineeship enrolments\* are paid directly by the government. The only fees payable by the employer for eligible New Worker Traineeship enrolments are the compulsory annual Enrolment Fee as set by the relevant state government.

For Existing Worker Traineeships, Individual Enrolments and Employer Sponsored Enrolments refer to the College Fee Schedule for current pricing terms, and discounts available for multiple enrolments from employers.

All course fees cover the full cost of course materials issued to students.

## Course Duration

The qualification is timetabled to be completed in one year over a 36 week period, with students required to mail assignments to the College at regular intervals.

Regular study of approximately 2 hours per week, in conjunction with on-the-job practice of the skills covered in the course would normally be required to successfully complete this qualification.

The timetable can be extended to a longer period subject to maximum timeframes set in each State for Traineeship enrolments (generally 24 months).

Students can complete as early as they like – as they study at their own pace.

Enrol at any time as the College has continuous courses all year round.

## Course Benefits

The qualification offers:

- cost effective ways for employers to up-skill staff
- access to Traineeship Incentives
- flexible methods of delivery available
- structured, high quality training
- wide range of subjects that allow tailoring to individual business and employee needs



**Australian College**  
of Commerce & Management



## **College Trainers and Materials**

Each student will have a dedicated College Training Manager to provide immediate assistance and support.

The College Trainers all have “real life” experience in the areas that they train in, and so have the expertise and skills to provide effective student and employer support.

The course materials are delivered in separate “modules” or workbooks. Each module concentrates on a specific theme, and may cover a number of “units of competency” (these are the “national standards” that apply to the qualification).

The College course material is easy to read and understand and is kept up to date with current business practices and relevant legislation.

Students are issued a Course Folder to keep their course material organised.

## **Course Delivery**

Course can be delivered in a range of delivery modes based on the most suitable mode for the circumstances:

- workbook / correspondence
- on-line learning
- class room learning

In some situations the mode will be a mix of these options. Discuss these options with the College.

Workbook modules are designed so that students can use small periods of time to “study”. This makes the course achievable even in a busy office – with small periods of time being able to be used effectively.

## **Entry Requirements**

To complete this course an average level of English literacy.

Depending on electives chosen average to above average English communication skills may be required.

Microsoft Office applications and high level PC skills are needed to undertake some of the elective modules in computer applications.

Prerequisites apply to the “accounting” electives with the equivalent of the Certificate III level accounts clerical knowledge required.

Some electives are only suitable for those in supervisory roles.

## **Course Subjects and Electives**

The qualification includes the following core modules:

- Use Technology in the Workplace
- Monitor a Safe Workplace

The qualification includes the following wide range of elective modules:

- Advanced Customer Service
- Undertaking Marketing Solutions
- Business Technology
- Manage Risk
- Environmental Policies
- Write Complex Business Documents
- Produce Complex Text Documents
- Develop Complex Spreadsheets
- Make a Presentation
- Maintain a Website
- Business Networks
- Meetings, Conferences and Travel
- Prepare Financial Reports
- Report on Financial Activity
- Implement TQM
- Achieving Work Priorities
- Provide Personal Leadership
- Develop Work Teams
- Coaching Teams to Success
- Implement Operational Plan
- Sales Planning
- Product Knowledge
- Administer HR Systems
- Recruitment and HR Documents
- Performance Management Systems
- Industrial Relations

## **Qualification & Career Pathway**

This is a nationally accredited, formal qualification recognised as part of the Australian Qualifications Framework.

Career paths include opportunities:

- Manager
- Environmental Data Analyst
- Team Leader
- Project Officer

This is a nationally accredited, formal qualification recognised as part of the Australian Qualifications Framework. After completion of this qualification you have a range of opportunities to continue your studies at Diploma level in

- Frontline Management
- or continue with Business