BSB40215 Certificate IV in Business

Note to students: Training is provided by MGTD Pirii (RTO88194) with Qualifications and Statements of Attainment issued by Parasol EMT Pty Ltd (RTO2551)

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. Typical job roles are Administrator and /or Project Officer.

Entry Requirements

There are no entry requirements for this qualification, however students will require adequate Language, Literacy and Numeracy skills to be able to read and understand business documentation such as procedure and policies. They will be required to explain the meaning of the concepts contained within this level of documentation and be able to use numeracy skills to conduct mid-level calculations and work within mathematical formulae and concepts.

Pathways into the qualification

Preferred pathways for candidates considering this qualification include BSB301115 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.

Examples of indicative job roles for candidates seeking entry based upon their vocational experience include Accounts Clerk, Customer Service Advisor, Clerk, E-business Practitioner, Legal Receptionist, Medical Receptionist, Office Administration Assistant, Student Services Officer and Word Processing Operator.

This breadth of expertise would equate to the competencies required to undertake this qualification.

Duration and Study Options

Candidates undertaking this process/course will have up to 12 months (1 year) for completion using one of the following study options – Normal completion time is within 6 months:

- Face to Face Learning allows participants to attend a five (5) day face to face training workshop covering the basic theory for the units of competency. Assessments and practical requirements are completed post workshop no later than 12 months from the first day of the workshop.

- The 1 on 1 coaching model allows participants to attend our training centre in Malaga and complete all of their learning and assessments under guidance from a resident trainer. Assessments are completed as the students undertakes coaching with practical requirements being completed no later than 12 months from commencement.

- Distance education gives participants the flexibility to complete the course at their own pace within the stipulated course timeframes without the need to attend face to face workshops. Assessments and practical requirements are to be completed no later than 12 months from commencement. This option
is available via our ELearning portal or using printed workbooks and learner guides with the option of written assessment or on-line assessment.

- Recognition of Prior Learning (RPL) may be undertaken by candidates who are able to provide valid, sufficient, current and authentic evidence of competency through demonstration of the required learning and skills outcomes using our RPL portfolio of evidence workbooks.

Learning Outcomes

The Certificate IV in Business qualification will help student to gain practical skills to develop and enhance knowledge, skills and attitudes enabling them to be more effective in their current or future role. This course is aimed at persons in a supervisory, management or business/project management role wishing to develop, strengthen and expand their skills as a business manager or potential business manager.


**Total number of units = 10**

1 core unit plus

9 elective units

5 elective units must be selected from the elective units listed below.

The remaining 4 elective units may be selected from the elective units listed below, or any currently endorsed Training Package or accredited course at the same qualification level. If not listed below, 1 unit may be selected from either a Certificate III or Diploma qualification.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Where the packaging of this qualification meets the rules of a specialist qualification at this level, then the specialist qualification and not the generic qualification must be awarded.

Core units
- BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements

Elective units
- Customer Service
  - BSCCUS401 Coordinate implementation of customer service strategies
  - BSCCUS402 Address customer needs
  - BSCCUS403 Implement customer service standards

- Continuity
  - BSBCON401 Work effectively in a business continuity context

- E-Business
  - BSBEBU401 Review and maintain a website

- Financial Administration
  - BSBFIA402 Report on financial activity

- General Administration
  - BSBADM405 Organise meetings
  - BSBADM409 Coordinate business resources

- Innovation
  - BSBINN301 Promote innovation in a team environment
Intellectual Property
BSBIPR401 Use and respect copyright
BSBIPR402 Protect and use new inventions and innovations
BSBIPR403 Protect and use brands and business identity
BSBIPR404 Protect and use innovative designs
BSBIPR405 Protect and use intangible assets in small business

Interpersonal Communication
BSBCMM401 Make a presentation

IT Analysis and Design
BSBITA401 Design databases

IT Support
BSBITS401 Maintain business technology

IT Use
BSBITU401 Design and develop complex text documents
BSBITU402 Develop and use complex spreadsheets
BSBITU404 Produce complex desktop published documents

Learning and Development
BSBLED401 Develop teams and individuals

Marketing
BSBMKG413 Promote products and services
BSBMKG414 Undertake marketing activities

Project Management
BSBPMG522 Undertake project work

Recordkeeping
BSBRKG402 Provide information from and about records

Relationship Management
BSBREL401 Establish networks

Research
BSBRES401 Analyse and present research information

Risk Management
BSBRSK401 Identify risk and apply risk management processes

Sustainability
BSBSUS301 Implement and monitor environmentally sustainable work practices

Writing
BSBWRT401 Write complex documents

Nominal Hours: 515
Fees (Retail)
Recognition of Prior Learning (RPL) – $ 869.00 (GST Free)
E-Learning or Distance Learning $ 1,159.00 (GST Free) – includes resources and materials
Face to Face or 1 on 1 coaching option $ 1499.00 (GST Free) – includes resources and materials
Courses are also available for delivery within the workplace or for groups – please contact us at admin@mgtdpirii.edu.au for a quotation

*MGTD Pirii takes its social responsibilities seriously and will, where practicable, offer assistance and support to students wishing to undertake courses of study and/or qualifications. Where a student receives government assistance or concession MGTD Pirii will offer concessional rates – subject to documented proof of concession. We will also offer payment terms in order to assist students where practicable.*

This course is delivered under an agreement with Parasol EMT Pty Ltd (RTO2551)