

COURSE CODE

BSB40215

COURSE

Certificate IV in Business

ENROL TODAY

TAFENSW.EDU.AU or 131 601

WHY CHOOSE TAFE NSW?



Opens career doors. Our industry relationships lead many students directly into work with a range of employers including agencies, studios, galleries and fashion houses.



Global prospects. TAFE NSW graduates possess the technical knowledge, creative-thinking and specialised skills that are highly sought after by employers around the world.



State-of-the-art facilities. Purpose-built creative studios and industry standard software mean you will master the same tools of the trade as leading professionals.



Industry exposure. TAFE NSW partners with industry to provide you with hands-on experience through networking, sponsor programs, competitions, talks, lectures and other creative industry events.



Recognised and respected. TAFE NSW has built its reputation on delivering trusted, industry aligned and nationally recognised training for over 130 years.

Certificate IV in Business

National Course Code: BSB40215 | TAFE NSW Code: BSB40215-01V04-20WCN-014

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|---------------------|---|
| Qualification Level | Certificate IV |
| Study Type | Blended |
| Course Start Date | Anytime |
| Hours Per Week | 11.3 |
| Duration | 18 Months |
| Delivery Locations | Multiple Regional Locations |
| Course Fees | <p>Subsidised Prices Fee-Free training applies to JobTrainer and Mature Age Workers Scholarship, if eligible. Eligibility criteria applies. First Qualification: \$1,580.00 Subsequent Qualification: \$1,850.00 Traineeship: \$1,000.00 You may be eligible for the NSW Smart & Skilled Fee-Free Traineeship which will be verified at enrolment. Concession: \$240.00</p> <p>Non-subsidised Prices Full Fee: \$5,650.00</p> |
| Course Features | Nationally Recognised Training Traineeship Allowed This training is fully government-subsidised under JobTrainer |

Course Description

This qualification is suited to those working as administrators and project officers. In this role, individuals use welldeveloped 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.

This is a fully government-subsidised JobTrainer course. Eligibility criteria applies.

Entry Requirements

When you study with TAFE NSW, we want you to succeed. Entry requirements allow us to make sure that you have the right pre-existing knowledge and skills to achieve your chosen qualification. You will need to provide evidence that you meet the requirements listed in this section.

There are no entry requirements for this qualification

Information Sessions and more about the course

INFORMATION SESSIONS

There are no information sessions currently scheduled for this course

STUDY COMMITMENT

This is a blended flexible course. You will need to complete approximately 11.3 hours of study per week.

You may also be required to complete approximately 1.9 hours of additional study each week outside of class hours, including private study and completion of workbooks with access to student HUB.

SERVICES AND STUDY SUPPORT

There are additional learning and study tools available for this course, including:

- Aboriginal and/or Torres Strait Islander Student Support and Services
- Accessibility and Disability Services
- Personal Counselling
- Vocational Counselling
- Learning Support
- International Student Support
- Scholarships
- Multicultural Support

We offer student services and study support to ensure you can achieve your goals. Learn about TAFE NSW [Student Services](#)

As a TAFE NSW student in this course, you will have access to:

- LinkedIn Learning (formerly Lynda.com)
- Smarthinking - after hours online study support service
- Easy computing online short courses
- Access to local TAFE libraries
- Accessibility and Disability Support Services
- Access to Read&Write learning support software at TAFE and at home

Attendance

Once you have enrolled your teacher will give you a timetable with all the units and methods of delivery.

Fee Details

This is a fully government-subsidised [JobTrainer](#) course. Eligibility criteria applies.

SMART AND SKILLED FEES

This course is government-subsidised, meaning you pay a portion of the full course fee to TAFE NSW and the NSW Government will pay the balance. However, you must meet certain eligibility criteria for this to apply.

Depending on your previous qualifications and experience, your fee may be less than the maximum fee quoted. Your actual fee and eligibility for concession/exemption will be calculated and confirmed during the enrolment process. Payment plans are available through TAFE NSW for Smart and Skilled eligible qualifications.

For further information about eligibility and explanations of the different fee categories, visit [Are You Eligible?](#)

READ BEFORE YOU ENROL

Learn about TAFE NSW [Fees](#)

Learn about TAFE NSW [Payment/Funding](#)

RECOGNITION

Recognition is a process of acknowledging previously completed qualifications, skills, knowledge or experience relevant to your course. This may reduce the amount of learning required, reduce your course fees and allow you to achieve your qualification faster.

Learn about Recognition at TAFE NSW [Recognition](#)

How to Enrol

Enrolling with us is easy, though the exact process does depend on your course and any prerequisites that go with it. Be sure to read all course information carefully to make sure it is the right qualification, location and study type for you. Enrol and pay online via our secure payment gateway to secure your place. As you progress through the enrolment process you will be prompted to provide additional information.

For further information or assistance, call 131 601.

Find out more about [Applying and Enrolling](#)

Units

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| BSBWHS401 | Implement and monitor WHS policies, procedures and programs to meet legislative requirements |
| BSBITU404 | Produce complex desktop published documents |
| BSBREL401 | Establish networks |
| BSBRSK401 | Identify risk and apply risk management processes |
| BSBWOR404 | Develop work priorities |
| BSBWRT401 | Write complex documents |

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|-----------|---|
| BSBADM405 | Organise meetings |
| BSBADM407 | Administer projects |
| BSBCMM401 | Make a presentation |
| BSBCUS402 | Address customer needs |
| BSBITU401 | Design and develop complex text documents |
| BSBITU402 | Develop and use complex spreadsheets |