

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: BSB40215-01V04-19MBK-202

Qualification Level	Certificate IV
Study Type	PT Evening
Course Start Date	29 Jul 2019
Hours Per Week	10
Duration	34 Weeks
Delivery Locations	Meadowbank Campus
Course Fees	Subsidised Prices First Qualification: \$1,580.00 Second Qualification: \$1,850.00 Traineeship: \$1,000.00 Concession: \$240.00 Non-subsidised Prices Full Fee: \$5,650.00
Course Features	Nationally Recognised Training Traineeship Allowed This training is subsidised by the NSW Government

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.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Fee Details

Depending on your previous qualifications and experience your fee may decrease from the maximum shown.

Payment by instalment may also be available. Your fee and eligibility for concession/exemption will be calculated and confirmed during the enrolment process.

SMART AND SKILLED FEES

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

The fee category that will apply to you depends on your eligibility and your individual circumstances. Your fee and eligibility for concession/exemption will be calculated and confirmed during the enrolment process.

For further information about eligibility and explanations of the different fee categories, visit <https://smartandskilled.nsw.gov.au/are-you-eligible>

PAYMENT OPTIONS AND ASSISTANCE

Fees: <https://www.tafensw.edu.au/enrol/fees>

Payment - funding: <https://www.tafensw.edu.au/enrol/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.

Find out more about recognition: <https://www.tafensw.edu.au/enrol/recognition-credit-transfers>

Incidental Cost

- Student Association - \$20.00

Units

BSBWOR404	Develop work priorities
BSBMKG413	Promote products and services
BSBMGT402	Implement operational plan
BSBRES411	Analyse and present research information
BSBFIA412	Report on financial activity
BSBCUS402	Address customer needs
BSBCUS401	Coordinate implementation of customer service strategies
BSBRSK401	Identify risk and apply risk management processes
BSBSUS401	Implement and monitor environmentally sustainable work practices
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements

Entry Requirements

There are no entry requirements for this qualification

Information Sessions and more about the course

You will be required to complete 2 hours of self-directed learning per week in addition to timetabled attendance hours.

If you have further questions about your program of study, you are welcome to attend an orientation session on Tuesday, 25 June 2019 between 1:00pm to 3:00pm or 5:00pm to 7:00pm Sydney Region TAFE, Meadowbank Campus, See Street, Meadowbank, Building J, Level 2, Room 24.

MORE ABOUT THIS COURSE

Did you know as a TAFE NSW student you have unlimited access to Lynda.com which is an online library of video courses in software, design, technology, communication, learning and business. These skills can help you to achieve your study goals. Visit the Student Portal to get started.

Attendance

You will need to attend approximately 10 hours of class a week over 2 evenings per week for 34 weeks. An indication of how your weekly timetable may look is: Monday and Wednesdays 6:00pm to 9:00pm

How to Enrol

GET YOUR UNIQUE STUDENT IDENTIFIER (USI)

Before you enrol you must have a Unique Student Identifier (USI). Visit <http://www.usi.gov.au/students/create-your-usi> to request a USI.

Find out more about [applying and enrolling](#).