



## BSB40215 Certificate IV in Business

### Qualification Description

This qualification is suited to those working as administrators and project officers. In this role, individuals use well-developed 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 guidance to others with some limited responsibility for the output of others.

### Entry Requirements

There are no entry requirements for this qualification.

### Language, literacy and numeracy

All applicants are required to complete a Language, literacy and numeracy assessment prior to enrolling and will require sufficient language, literacy and numeracy skills to be able to complete the assessment. This program requires sound communication and interpersonal skills, the capacity to read and interpret written instructions and the ability to analyse and write reports in context to the job role.

### Licensing/Regulatory Information

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

### Employment Pathways

Individuals could work in roles as senior administration officers, senior research officers and senior project officers.

### Education Pathways

BSB50215 Diploma of Business

### Packaging Rules:

10 units must be completed:

- 1 core units
- 9 elective units

## Core Units

BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
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## Elective Units

BSBCMM401	Make a presentation
BSBCUS401	Coordinate implementation of customer service strategies
BSBINN301	Promote innovation in a team environment
BSBLED401	Develop teams and individuals
BSBMKG414	Undertake marketing activities
BSBRES401	Analyse and present research information
BSBRISK401	Identify risk and apply risk management processes
BSBLDR401	Communicate effectively as a workplace leader
BSBLDR402	Lead effective workplace relationships
BSBMGT402	Implement operational plan

## Location\*

This course is delivered offsite at a venue negotiated with the client.

## Duration\*

12 – 18 months.

## Mode of delivery

All courses offered by TABMA Training are delivered to meet student needs in a similar format with either face to face tuition and/or mentoring support. Some programs have a class based training schedule to assist students with more comprehensive subjects and assessments.

Students are expected to attend all classes and successfully complete all tasks and activities during the course. There are also activities to be completed outside of the workshops. These activities are aimed at allowing the learners to apply the course content in their own workplace environment.

## Assessment type:

The assessments are competency based and use an open book approach book comprising both theoretical and practical exercises. These assessments typically include written questions; case studies/scenarios; individual assessment, and practical tasks in a simulated workplace environment.

## Recognition of Prior Learning / Credit Transfers:

### Recognition of Prior Learning

Students may be eligible to apply for recognition of their chosen qualification by providing evidence of their previous training, employment experience or other life skills that meet qualification requirements. Successful applications may result in a reduced training time.

### Credit Transfer

Students may be eligible to apply for credit transfer. This is where you can provide evidence of previous studies where there is equivalence to the units of competency within the course. (Please refer to student handbook).

### Costs

NSW: \$5030 per full qualification or \$503 per unit of competency. (Student Fee: \$1000)

Fee for Service: \$5000

### Contact us:

FITEC Australia Pty Ltd trading as TABMA Training (RTO 5343)  
P.O. Box 185  
Brisbane Market QLD 4106

Phone: 1300 693 483

Email: [info@tabmatraining.edu.au](mailto:info@tabmatraining.edu.au)

Web: <https://tabmatraining.edu.au/>



*\* Duration and location are subject to negotiation between client and TABMA Training*