The Certificate IV in Business offers students the skills and knowledge needed to prepare them for supervisory administrative positions. Students learn people management skills and organisational and technology skills.

Entry requirements
Each student will undertake a Pre Training Review before enrolling to help confirm the proposed course is suitable. It will provide valuable information about an individual’s existing skills and knowledge, language, literacy and numeracy skills and whether the course will help in achieving learning and/or employment goals.

Job outcome
Project Officer, Administrator, Administration Assistant, Customer Service.

Further study
BSB42015 Certificate IV in Leadership and Management or BSB51915 Diploma of Leadership and Management.

Expected time to complete
1 Year

SuniTAFE... Start here, go far!

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SuniTAFE... Start here, go far!
Certificate IV in Business (BSB40215)

Core Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBWHS401</td>
<td>Implement and monitor WHS policies, procedures and programs to meet legislative requirements</td>
</tr>
</tbody>
</table>

Electives

This course requires completion of a minimum 9 elective units in addition to core units listed above.

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCUS401</td>
<td>Coordinate implementation of customer service strategies</td>
</tr>
<tr>
<td>BSBCUS402</td>
<td>Address customer needs</td>
</tr>
<tr>
<td>BSBCUS403</td>
<td>Implement customer service standards</td>
</tr>
<tr>
<td>BSBEBU401</td>
<td>Review and maintain a website</td>
</tr>
<tr>
<td>BSBINN301</td>
<td>Promote innovation in a team environment</td>
</tr>
<tr>
<td>BSBITS401</td>
<td>Maintain business technology</td>
</tr>
<tr>
<td>BSBMKG413</td>
<td>Promote products and services</td>
</tr>
<tr>
<td>BSBMKG414</td>
<td>Undertake marketing activities</td>
</tr>
<tr>
<td>BSBSUS401</td>
<td>Implement and monitor environmentally sustainable work practices</td>
</tr>
</tbody>
</table>

Your particular units of study will be determined from the core and elective units required for this qualification.

Indicative Fees

Average total fees to complete this course:

- Government Subsidised: $2,615
- Concession: $800
- Traineeship: $903
- Traineeship Concession: $543
- Skills Recognition: $1,331
- Skills Recognition Concession: $543
- Self-funded: $3,043

Concession for Diploma and Advanced Diploma courses applies only to Aboriginal and Torres Strait Islander students.

Average total fees include designated materials and student services, and will vary according to your specific unit choices and other factors.

The student tuition fees as published are subject to change given individual circumstances at enrolment.

Talk to us about your eligibility for Government subsidised training. With recent changes to eligibility rules, you might now be eligible!