

INTERGROUP

Training Services

RTO 41153



Business Services

BSB40215 Certificate IV in Business

**Industry
customised
courses**

Certificate IV in Business



Course Description

The BSB40215 Certificate IV in Business caters for individuals working as administrators and project officers. In these roles, individuals use well developed industry skills, and a broad knowledge base to solve a range of unpredictable problems within their work area, by analysing information from a variety of sources.

You may provide leadership and guidance to others, with some responsibility for their work. Students in this course are usually looking to secure higher level management positions, and may undertake further study at a higher level in the business field, or other specialised areas such as project management.

Students at this course level may have low Language Literacy & Numeracy skills, requiring a flexible delivery and assessment strategy matched to individual learner needs and industry requirement. The assessment tasks in this course are designed to give you an opportunity practice and improve these skills in a learning environment.

Career Pathways

This course has no formal entry requirements, and may be suitable for applicants looking to enter a new industry or workplace, however the preferred pathways include:

- Previous experience in a workplace in any industry
- Team leadership, or some experience supervising small work groups
- Volunteer activities for a charity, sporting or community organisation

Possible career outcomes after completing the BSB40215 Certificate IV in Business may include:

- Line manager in large organisations
- Department manager in smaller organisations
- Project coordinator for a business or community groups

INTERGROUP TRAINING SERVICES PTY LTD (RTO: 41153)

L7, 445 Upper Edward St, Spring Hill, QLD 4000

Phone: (07) 31891316

Email: info@igts.com.au

Web: www.igts.com.au

ABN: 24 165 165 300

Course Delivery

Training and assessment will be conducted using a blended delivery model to cater for individual learning styles, which includes on-line resources, video and audio files, self-guided activities using the learning and assessment material supplied, and mentoring workshops.

The 10 units of competency to be delivered as part of this course are:

- BSBADM405 Organise meetings
- BSBCMM401 Make a presentation
- BSBLED401 Develop teams and individuals
- BSBCUS402 Address customer needs
- BSBCUS401 Coordinate implementation of customer service strategies
- BSBCUS403 Implement customer service standards
- BSBMKG413 Promote products and services
- BSBRSK501 Manage Risk
- BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements
- BSBSUS401 Implement and monitor environmentally sustainable work practices

In addition to the learning resources provided, each student will be assigned a mentor who will provide individual attention and support to assist students to progress through the course. The mentor will be able to contextualise assessments to a specific industry to improve your employment outcome options.

Prospective students may discuss with IGTS prior to enrolment the possibility of substituting other units that may be more relevant to their industry requirements. This discussion will also include possible recognition of prior learning (RPL) that could be applied to the course.

Participants must have access to the following in order to complete their studies:

- Personal Computer or laptop with Internet
- Microsoft Office with Word, Excel, PowerPoint programs
- Adobe Acrobat Reader
- Email

Course Progression

If you decide to enrol in this course, your mentor will assess your training needs, and advise you of the likely timeframe to complete this course. The timeframes to complete the course work are based on what the mentor believes would be reasonably acceptable in a workplace, however students may apply to extend their enrolment if their course is not completed in 12 months from enrolment

Course progression is measured by completing each of the units of competency. There are multiple assessment tasks in each unit that have to be submitted, which allows your mentor to let you know if you are falling behind your training plan.

You may also complete the required assessments to achieve competency in each unit ahead of the dates listed on your training plan, and shorten the duration of your course.

Industry Customisation

IGTS doesn't just provide generic training. We customise our training based on the industry needs and experience of each student. Our assessment system allows you to complete your course using examples from your current workplace, other organisations you are involved with (not just a workplace), or if you are looking to change industries we can help with that too. Talk to us and see if this course is right for you.

How to apply?

Select the course and fill in online application form at www.igts.com.au along with required documents as mentioned in entry requirements.

Once we receive your application, one of our course consultants will get back to you within 48 hours, and will guide you how to proceed further.



INTERGROUP TRAINING SERVICES PTY LTD (RTO: 41153)

L7, 445 Upper Edward St, Spring Hill, QLD 4000

Phone: (07) 31891316

Email: info@igts.com.au

Web: www.igts.com.au

ABN: 24 165 165 300