



# BUSINESS

## BSB40215 Certificate IV in Business - Traineeship

### COURSE SUMMARY

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 and guidance to others with some limited responsibility for the output of others.

### POSSIBLE CAREER OUTCOMES

Accounts Clerk  
Customer Service Assistant  
Legal Receptionist  
E-business Practitioner  
Office Administration Assistant

### DURATION (GUIDE ONLY)

Up to 2 years

Duration will vary and is dependent on workplace arrangements

### DELIVERY METHOD

Traineeship

### ENTRY REQUIREMENTS

There are no prerequisites for this qualification

*This training is delivered with Victorian and Commonwealth Government funding. Individuals with a range of abilities and backgrounds are encouraged to apply.*

[skillinvest.com.au](http://skillinvest.com.au) | 1300 135 008 | [info@skillinvest.com.au](mailto:info@skillinvest.com.au)

### HOW TO APPLY

Call Skillinvest 1300 135 008

### FEES AND CHARGES

Refer to the Fees & Charges on our Skillinvest website ([www.skillinvest.com.au](http://www.skillinvest.com.au))

### QUALIFICATION REQUIREMENTS

To receive this qualification you must complete 1 core unit, plus 9 elective units.

Unit selection will be made in consultation with the student and the employer





# BUSINESS

## BSB40215 Certificate IV in Business - Traineeship

### CORE UNITS

BSBWHS401 Implement and Monitor WHS Policies, Procedures and Programs to Meet Legislative Requirements

### ELECTIVE UNITS

BSBCUS401 Coordinate Implementation of Customer Service Strategies  
BSBCUS402 Address Customer Needs  
BSBCUS403 Implement Customer Service Standards  
BSBADM405 Organise Meetings  
BSBADM409 Coordinate Business Resources  
BSBINN301 Promote Innovation in a Team Environment  
BSBCMM401 Make a Presentation  
BSBITU401 Design and Develop Complex Text Documents  
BSBITU402 Develop and Use Complex Spreadsheets  
BSBITU404 Produce complex desktop published documents  
BSBLED401 Develop teams and individuals  
BSBMKG413 Promote products and services  
BSBMKG414 Undertake marketing activities  
BSBREL401 Establish networks  
BSBRISK401 Identify risk and apply risk management processes  
BSBSUS401 Implement and monitor environmentally sustainable work practices  
BSBWRT401 Write complex documents

\*\* Elective unit selection should be discussed with your training provider to successfully customise a package to meet industry needs