



Certificate IV in Business

National Course Code: BSB40215

Training Package: BSB Business Services Training Package

(Provider Code: 22114)

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 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.

Updated Qualification:

The course in which you are enrolled is up to date and during or after your enrolment, with national industry standards, the Institute reserves the right to transition you into an alternate course. If this becomes necessary, the Institute will advise you of the change and the arrangements which will be available for you to complete your alternate course.

Entry requirements for the Qualification

There are no entry requirements for this qualification

Recognition of prior Learning

Credit or recognition for units may be granted based on previous learning, studies, and work or life experiences. Contact Administrative services for further Information or email us on

admin@aat.edu.au

Thinking of higher education

Thinking of studying next year? Not sure if you should go to TAFE or Uni? Try studying at All Australian Training for more friendly and flexible way of studying with nationally recognised qualifications which leads to higher pathway



What units to be completed by the students (10 units)

BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBCUS402	Address customer needs
BSBRKG402	Provide information from and about records
BSBINN301	Promote innovation in a team environment
BSBRSK401	Identify risk and apply risk management process
BSBCUS401	Coordinate Implementation of customer service strategies
BSBMGT402	Implement operational plan
BSBMGT401	Show leadership in the workplace
BSBPUR301	Purchase goods and services
BSBITU301	Create and use database

The above list includes units being offered at All Australian Training and that are required to complete this qualification. Other colleges may offer different elective options. If licensing in another State other than NSW is required, please check requirements with the relevant State.

How much is the course?

The cost of this course is **\$4,990**

How do I enrol?

Enrol now (admin@aat.edu.au)

Unique Student Identifier (USI)

From 1 January 2015, all students participating in Nationally Recognised Training in Australia will need to have a Unique Student Identifier, or USI. This includes students completing an apprenticeship, skill set, certificate or diploma course. A USI gives you access to your online USI account and will contain all of your nationally recognised training records and results from 1 January 2015 onwards. Your results will be available in your USI account in 2016. When applying for a job or enrolling in further study, you will often need to provide your training records and results. One of the main benefits of the USI is that you will have easy access to your training records and results throughout your life.

How to get a USI

It is free and easy for you to create your own USI online at www.usi.gov.au. Your local Customer Service office can also provide further information and assistance. For assistance please call us on our admin desk line **04 2660 3503/02 8872 8903**.

