



NATIONALLY RECOGNISED TRAINING

BSB40215 Certificate IV in Business

OVERVIEW

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.

UNITS OF COMPETENCE

This qualification requires the completion of 10 units of competence made up of 1 core units and 9 elective units. IRLearning recommends the following combination of units to meet the required training and employability outcomes.

DELIVERY OPTIONS

Self Paced/Distance Learning

Students can undertake this course at their own pace via correspondence

RPL

You may apply to have prior learning and experience recognised toward a qualification or units of competence for which you are enrolled.

UNITS OF COMPETENCE

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
BSBMKG413 Promote products and services
BSBMKG414 Undertake marketing activities
BSBRSK401 Identify risk and apply risk management processes
BSBLDR403 Lead team effectiveness
BSBWOR404 Develop work priorities
BSBCMM401 Make a presentation

QUALIFICATION COST: \$1800 – Discounted from \$3000

PAYMENT OPTIONS: x3 Monthly Instalments of \$600

PAY VIA: Direct Debit / BPAY / Credit Card / Payright

CONTACT US

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