

BSB40207

Certificate IV in Business



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Course Overview

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This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output.

There are 10 units of competency to complete for the full qualification.

A number of career pathways are available for workers employed in Business, including administration, accounts and payroll, reception and information technology.

After achieving this qualification there are a range of Diploma level qualifications that individuals are able to undertake.

Recommended For

The full qualification is recommended for managers, or aspiring managers, who wish to learn and apply new management skills and have them formally recognised.



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Pre-Requisites

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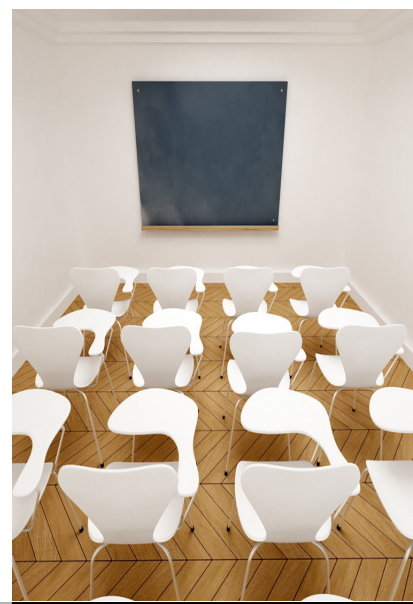
There are no entry requirements for BSB40207 Certificate IV in Business, however the preferred pathways are:

BSB30107 Certificate III in Business or other relevant qualification/s

OR

With vocational experience assisting in a range of environments providing administrative or operational support to individuals and/or teams but without a formal business qualification.

Due to the assessments for this course, participants are expected to have access to a business environment. This will provide participants with opportunities to practise and apply their skills and knowledge, and to complete practical assessment tasks.



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Competencies



Competencies

There is 1 compulsory (core) and 9 elective units, which can be selected from a wide range of business and related units. A sample course structure would be as follows:

Compulsory		
1.	BSBOHS407A	Monitor a safe workplace
Elective		
2.	BSBCUS401A	Coordinate implementation of customer service strategies
3.	BSBCON401A	Work effectively in a business continuity context
4.	BSBINN301A	Promote innovation in a team environment
5.	BSBCMM401A	Make a presentation
6.	BSBMKG413A	Promote products and services
7.	BSBPMG510A	Manage projects
8.	BSBSREL401A	Establish networks
9.	BSBRSK401A	Identify risk and apply risk management processes
10.	BSBSUS301A	Implement and monitor environmentally sustainable work practices

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Learning Assessment Skill Recognition



Learning Arrangements

You can complete your qualification through a combination of independent learning and classroom training, or completely on-the-job with workplace visits from our Facilitators/Assessors. You will be provided with comprehensive learning resources and professional support and advice.

During the enrolment process, students will go through their training and assessment arrangements in detail, including what units must be completed through classroom training and what can be done as self-paced, independent learning.

After completing all learning and assessment tasks you are required to return your completed materials to your TR7 Facilitator/Assessor for review and assessment.

Assessment

All assessments are competency based. The type of assessment tasks may include practical demonstration, knowledge based test, portfolio of evidence and direct observation. To receive a Statement of Attainment for individual units you must successfully complete all the relevant assessment tasks. To obtain the qualification Certificate IV in Business (BSB40207) you must successfully complete all 10 units and their accompanying assessments.

Skills Recognition

The process of Skills Recognition (Recognition of Prior Learning and/or Recognition of Current Competencies) gives those people with the relevant experience the opportunity to gain formal recognition for their competencies (skills and knowledge) gained through life, work and study, regardless of where, when and how they were achieved.

Participants are responsible for gathering evidence that will show they have the required competencies to the standard set out by the industry in the National Competency Standards.

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Course Fees

Course Recognition

This course meets the national training requirement for Qualification 'BSB40207 Certificate IV in Business' and all listed Units. On successful completion of all 10 units of competency you are issued a nationally recognised Qualification in Certificate IV in Business. On successful completion of one or more units of competency you are issued with a Statement of Attainment for the unit/s.

Course Fees

The qualification is \$1,750.00 with payment options.

Full Qualification

Choose to pay for the full qualification at once and receive \$100 discount – You pay:

\$1,650.00

Instalment Payments

Choose to pay by instalments. A deposit of **\$550** at enrolment and then 4 x **\$300** – You pay:

\$1,750.00

Traineeships

TR7 Training Services Pty Ltd has approval from the Department of Education and Training Western Australia to provide Certificate IV in Business Traineeships.

TR7 tailors traineeship arrangements to meet the needs of the employer's business requirements. We work closely with the employer to ensure the trainee is both competent and confident.

For more information on traineeships visit the ApprentiCentre website at www.apprenticeships.training.wa.gov.au.

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Benefits



Additional Benefits

TR7 Training Services aims to deliver high quality, innovative and interesting training that is relevant to learners, employers and industry. This is why we develop and deliver our courses with mutual benefits for all involved.

All our participants receive ongoing support and services once they have successfully completed their training.

Enquiries and Enrolments

If you have any questions regarding the course please contact our customer service support staff. We can send you further course information through email or the post, or you can visit our training centre and speak to one of our staff.

To enrol in this course you can contact our customer support staff by email or telephone, or visit our website and download an enrolment form.

Contact Information

TR7 Training Centre
312 Selby Street, Osborne Park, WA 6017
PO Box 1591, Osborne Park, WA 6916
Phone: (08) 9218 1422
Fax: (08) 9446 3622
Email: training@tr7.com.au
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