



BSB40215 Certificate IV in Business

This qualification is ideal for those wanting to gain a wide range of business skills for use in their existing job, and for those that want a new job, or to change careers.

If you already have experience in business administration and looking for a step up, this course can broaden your knowledge and skills to analyse information and to undertake complex problem-solving within an office setting. This course can give you the confidence to hone your leadership skills, allowing you to also provide effective support to your team members.

Fees

This qualification is part of the Lower fees, local skills initiative where you'll pay only half of the standard course fees until 31 December 2021. The "annual fees cap" means that full-fee paying students will only pay a maximum of \$1,200 and concession-fee paying students or those aged 15-24 years will only pay up to \$400. Please see below an approximate estimate of what you will pay on enrolment.

Full fee: \$729.00 for eligible students without concession

Concession fee: \$216 for eligible students

Text book: \$89.90 (additional cost)

**The Student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as Student service and resource fees.*

WHERE: South West & Peel regions

DURATION: Determined by Apprenticeship Office and employer

DELIVERY SCHEDULE: Ongoing

TRAINEESHIPS

CORE UNITS

BSBADM405	Organise Meetings
BSBCMM401	Make a Presentation
BSBCUS402	Address customer needs
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBWOR403	Manage stress in the workplace (Imported)
BSBRISK401	Identify risk and apply risk management processes
BSBCUS401	Coordinate implementation of customer service strategies
BSBCUS403	Implement customer service standards
BSBMKG413	Promote products and services
BSBMKG414	Undertake marketing activities

Traineeships

Traineeships are an excellent way to combine training with work, enabling you to have a job while you complete training towards a nationally recognised qualification. They are available to anyone of working age.

You can do a traineeship if you are a school-leaver, re-entering the workforce or as an adult or mature-aged person wishing to change careers. You can even begin your traineeship while you're still at school.

Employer Benefits

You can transform your business by employing a trainee – because skilled staff are the drivers of performance.

- Ability to mentor and develop loyal and motivated workers.
- It is also an investment in your business, your community and your industry to ensure you are ready to take advantage of whatever the future market place has to offer.
- The Government encourages employers by helping make it an affordable option to invest in skills for the future of your industry and business through employment of a trainees and for upskilling existing staff.
- Your community also benefits. Employing locals keeps money circulating in the community and underpins a vibrant, healthy regional economy.
- Australian Government initiatives currently being offered to help you keep your business, and your community, prosperous may include financial incentives.

For further information go to: <http://www.dtwd.wa.gov.au/apprenticeship-office>

RTO Benefits

JSW Training and Community Services will provide:

- Highly skilled and industry relevant Trainers and Assessors.
- Flexible training, tailored to your business by a local provider.
- Trainers and Assessors who are dedicated to achieving excellent student outcomes.