



BSB40215

# Certificate IV in **Business**

Combined Team Services

RTO Provider No: 50995

# Course Information

By studying the Certificate IV in Business you will gain the knowledge and skills to apply competent business solutions in a range of administrative situations. Each unit has been selected to provide a broad appreciation of the factors that support business success and the requirement to apply these dimensions with some levels of leadership and confidence. This qualification is available as a traineeship so state and federal incentives may be available.

## Course Details and Duration

Delivered via flexible learning with 10 units for completion.

12 months to complete all units (up to 36 months for a traineeship).

Business (Level 4) available via a training contract.

CTS can adjust the training to suit the individual's need and their workplace.

## Methods of Delivery

Complete all units via a training contract on the job.

Complete via online learning and workplace assessment with ongoing support from CTS trainers.

Students will need to be employed in an industry or role that will support evidence collection and workplace skill implementation. Choose units that can be supported in the workplace through skill demonstration and practical application.

Trainees should have access to relevant policies, procedures, systems and/or documentation related to the qualification and chosen units throughout the term of the qualification.

Recognition of Prior Learning (RPL) available.

## Fees – (Training Contract) 2020

Tuition Fees: New Worker funded: \$1170

Resource Fees: \$22.00 per unit

RPL Fees: \$1170

Credit Transfer: \$0.00

## Fees – (Fee for Service) 2020 Tuition

Fees: \$350 per unit

Resource Fees: \$22.00 per unit

RPL Fees: \$262.50 per unit

Credit Transfer: \$0.00

*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.*

Eligible candidates who have a training contract will be charged as per the Fees and Charges set by the current WA VET Fees and Charges Policy. A full breakdown of fees will be provided prior to commencement once unit selections have been made.

**LOWER FEES  
LOCAL SKILLS**



# Units of Study



## Typical learning objectives

- Present researched information to others
- Promote the organisation's goods or services
- Mutually beneficial networking
- Assist with acquiring resources to support business operations
- Demonstrate leadership
- Support the development of team members

## Core Unit

BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements

## Electives

BSBCMM401 Make a presentation

BSBCUS402 Address customer needs

BSBINN301 Promote innovation in a team environment

BSBLED401 Develop teams and individuals

BSBMKG413 Promote products and services

BSBRELE401 Establish networks

BSBRES411 Analyse and present research information

BSBMGT401 Show leadership in the workplace

BSBFLM305 Support operational plan

Alternative units can be chosen in consultation with CTS. If applying for a credit transfer and your unit is not on this list, contact us to discuss your options.

All candidates have the full support of our resources and trainer who will be in regular contact via phone, email, skype or face to face scheduled appointments for coaching and support.



# It's easy to enrol!

We do our very best for all our clients and always try to improve the employability of everyone we deal with. Before you enrol, please read our student handbook and browse our site to find out more about the training and development solutions we offer. We want to make sure you choose the right course for you.

Once you have made your decision, or if you need help to decide; email, phone or complete an enquiry form and we will contact you to discuss your study options. If you want to register for one of our courses you can use our online booking form.

We will not enrol you in a Nationally Recognised Qualification without checking first that

- you meet the entry requirements
- you know the cost
- it is a qualification, skill set, unit of competence that is appropriate for you
- you are aware of what resources you will need to successfully participate
- you understand the amount of learning required and how you will be assessed

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