



**CAPITAL CAREERS**

CAREER COUNSELLORS • TRAINING CONSULTANTS

RTO ID 2194



**WE CARE  
FOR YOUR  
EDUCATION**

## BSB40215 CERTIFICATE IV IN BUSINESS

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.

## CAREER OPPORTUNITIES

- Administrator
- Project Officer

**This training is subsidised  
by the NSW Government  
under the Smart & Skilled  
Program**

*Eligibility Criteria apply\**



☎ 02 6253 0682  
0468 390 176



## COURSE DETAILS

Total number of units 10

1 core units plus 9 elective units, of which:

- 5 elective units must be selected from the elective units listed below.
- 4 elective units may be selected from the elective units listed below, or any currently endorsed Training Package or accredited course at the same qualification level.
- if not listed below, 1 unit may be selected from either a Certificate III or Diploma qualification.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Course Duration: Up to 12 months full time, 24 months part time.

Refer to [www.capitalcareers.com.au](http://www.capitalcareers.com.au) for full list of units & details.

This qualification is nationally recognised. RTO ID 2194

## BSB40215 CERTIFICATE IV IN BUSINESS UNITS OF COMPETENCY

### CORE UNITS

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

### ELECTIVE UNITS

UNIT CODE	UNIT NAME
BSBADM405	Organise meetings
BSBITA401	Design databases
BSBITU401	Design and develop complex text documents
BSBITU402	Develop and use complex spreadsheets
BSBITU404	Produce complex desktop published documents
BSBCMM401	Make a presentation
BSBRSK401	Identify Risk and Apply Risk Management Processes
BSBLED401	Develop teams and individuals
BSBMKG413	Promote products and services

**FOR MORE DETAILS** [www.capitalcareers.com.au](http://www.capitalcareers.com.au)

Canberra : Level 3 | Belconnen Churches Centre | Benjamin Way | Belconnen ACT 2617

Parramatta : Suite 506 | Level 5 | Westfield Office Towers | Westfield | 159 Church Street | Parramatta NSW 2150

Sydney CBD : Suite 102 | Level 1 | 32 York Street | Town Hall | Sydney NSW 2000

Adelaide : Level 3 | 118 King William Street | Adelaide SA 5000

## YOUR NEXT STEP CONTACT US

### ENTRY REQUIREMENT

- ✓ USI (Unique Student Identifier) Number
- ✓ Completion of Year 10 OR
- ✓ Mature age entry
- ✓ **L:** Reading and writing skills
- ✓ **L:** Oral communication skills
- ✓ **N:** Numeracy and mathematics skills

### LEARNERS FEES

\*The learners fees will vary based on eligibility criteria, for more information on eligibility and fees, please visit

[www.smartandskilled.nsw.gov.au](http://www.smartandskilled.nsw.gov.au)

Capital Careers also offers fee-for service option for learners, who are not eligible for government subsidised training.

### YOU COULD BE ELIGIBLE FOR RPL OR CREDIT TRANSFER CALL TO DISCUSS

**Please visit our website for details on our**

- ✓ Enrolment process
- ✓ Refunds
- ✓ Student services
- ✓ Course fees