

GET A HEAD START ON BUSINESS TRAINING



BUSINESS

Who is this for?

Are you interested in furthering your career in business?

Application of this qualification could include customer service, leading effective workplace relationships, developing positive teams, maintaining business technology, as well as supporting improvements of business systems and processes.

Qualifications

BSB40215 Certificate IV in Business

Cost

The total Fee for Service course cost is \$2,750.

Alternatively, Recognition of Prior Learning (RPL) cost, is the Application Fee of \$350, plus course fee of \$2,545.



Jobs ...



Project Officer



Administrator



Office Manager



Practice Manager

Why choose us? ...

- At Australian Trade Training College, we understand the need to offer flexible training options that suit the need of Employers.
- Training and Assessment is on Campus at a time suitable to the Employer, in the workplace and on-line.
- Training Support is available via telephone or via Zoom sessions Monday to Friday for Apprentices and Trainees requiring additional assistance.
- Our courses are delivered by highly experienced industry-current Trainers who are passionate about providing you with the knowledge and skills needed to excel in your field.
- Training is delivered one-on-one to suit the learners' needs.



(07) 3414 5999



attc.org.au



training@attc.org.au



Proud to be a Queensland Government subsidised training provider



BUSINESS

BSB40215 CERTIFICATE IV IN BUSINESS



Core units ...

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

Electives ... (example only)

BSBCUS401 Coordinate implementation of customer service strategies

BSBEBU401 Review and maintain a website

BSBFIA412 Report on financial activity

BSBITS411 Maintain and implement digital technology

BSBITU402 Develop and use complex spreadsheets

BSBLDR402 Lead effective workplace relationships

BSBLED401 Develop teams and individuals

BSBMKG414 Undertake marketing activities

BSBWOR404 Develop work priorities

BSBCUS402 Address customer needs

BSBMKG413 Promote products and services



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AUSTRALIAN
TRADE TRAINING
COLLEGE

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Proudly part of

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