



BSB40207 - Certificate IV in Business



Who is This Program For?

This program is designed for people working in an Administration, Reception, Accounts Clerk, Assistant, Customer Service role within the workplace.

Duration

Traineeships for full time employees have a nominal duration of 24 months. The duration of the traineeship for part time employees is determined by the Australian Apprenticeship Centre based on the amount of hours worked in a week.

Pre-requisites

There are no pre-requisites for enrolling into this program.

Packaging Rules

Successful completion of this program requires that 10 units of competency are completed in total, including the 1 core units and 9 elective units.

Core Units

The following units of competency **must** be completed within this program.

BSBOHS407A Monitor a safe workplace

Elective Units

The following are the remaining units of competency that we recommend are selected for inclusion in this program.

BSBPMG510A	Manage projects
BSBOHS402B	Contribute to the implementation of the OHS consultation process
BSINN301A	Promote Innovation in a team Environment
BSBOHS404B	Contribute to the implementation of strategies to control OHS risk
HLTFA301B	Apply First Aid
BSBRSK401A	Identify risk and apply risk management processes
BSBRES401A	Analyse and Present Research Information
BSBSUS301A	Implement and monitor environmentally sustainable work practices
BSBOHS406B	Use equipment to conduct workplace monitoring

Where to From Here?

Participants who successfully complete this qualification are encouraged to further develop their skills and knowledge by enrolling into programs such as BSB51107 Diploma of Management.

Fees and Refunds

New Entrant Trainees attract course costs of \$414.00 (GST exempt) per year of the traineeship if enrolling in 2010. TCN is obligated to invoice this enrolment fee as per our contract with the NSW Department of Education & Training. This fee is invoiced on enrolment into the program and again on the anniversary of commencement.

Existing Worker Trainees attract course costs totalling \$3000.00 (GST exempt). This fee is split into an enrolment fee of \$700.00, invoiced on enrolment, \$700.00 invoiced at 3 months after enrolment and \$1600.00 on successful completion. The Change Network will invoice for Existing Worker Traineeships.

Refunds are not applicable for a traineeship enrolment.

Training Delivery

The delivery of training will be done over the course of the 24 months over 12 sessions, 6 monitoring and 6 Assessment. Your assessment sessions will be spaced between face to face, distance education and recognition of prior learning.

Once you have been deemed competent by your trainer and your employer you will be recommended to The Change Network to issue you your full certificate IV qualification.

Contact Details

To discuss our programs further, please contact The Change Network's office:

The Change Network
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