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PRICE!**

BSB40215

## CERTIFICATE IV IN BUSINESS

The Certificate IV in Business is a Nationally Accredited Course which provides graduates with skills and knowledge required to perform effectively as a executive officer, program consultant or program coordinator in an organisation.

Graduates of the Certificate IV in Business will have gained knowledge and awareness of business management practices, an understanding of the dynamics and principles underlying effective organisations, as well as the necessary skills to competently function within small or large business units.

### Target Group

This qualification applies to individuals with various job titles including executive officers, program consultants and program coordinators.

### Entry Requirements

- Working in, or aspiring to work in, a supervisory role
- Solid language, literacy and numeracy skills
- Computer literacy
- Access to a computer and internet.

### Pre-requisites

None.

### Cost

Normally \*\$4200. Now \$768 for eligible funded students. Upfront or payment plan options available.

### Methods of Delivery

- Facilitated virtual delivery
- Supported distance delivery
- Recognition of prior learning (RPL).

### Duration

Average completion of the course is 12 months. Training duration will depend on the individual (their skills, knowledge and experience).

### Outcome

**Nationally Recognised Qualification.**

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



**LOWER FEES  
LOCAL SKILLS**



NATIONALLY RECOGNISED  
TRAINING



**PIVOT**  
institute

training excellence



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## ABOUT THE PROGRAM

### BLOCK 1 - PROJECT MANAGEMENT, WORKPLACE HEALTH & SAFETY AND CUSTOMER NEEDS

- BSBCUS402 - Address Customer Needs 27th Jan 2021
- BSBWHS401 - Implement and Monitor WHS Policies, Procedures and Programs to Meet Legislative Requirements 26th Feb 2021
- BSBPMG522 - Undertake Project Work 29th March 2021

### BLOCK 2 - TEAMWORK

- BSBINN301 - Promote Innovation in a Team Environment 17th May 2021
- BSBXTW401 - Lead and Facilitate a Team

### BLOCK 3 - COMMUNICATION IN THE WORKPLACE

- BSBXCM401 Apply Communication Strategies in the Workplace 19th Jul 2021
- BSBCMM401 Make a Presentation 22nd Jul 2021

### BLOCK 4 - MANAGING RISK, WORKPLACE RELATIONSHIPS AND DEMONSTRATING EMOTIONAL INTELLIGENCE

- BSBRK401 - Identify Risk and Apply Risk Management Processes 20th Sept 2021
- BSBLDR511 - Develop and Use Emotional Intelligence 21st Sept 2021
- BSBLDR402 - Lead Effective Workplace Relationships 22nd Sept 2021

## DELIVERY METHODS

### FACILITATED VIRTUAL DELIVERY

Here at The Pivot Institute, we are leaders in the field with our own Pivot Online Learning System (POLS). Virtual face-to-face participants will be set up on our leading online learning platform; the Pivot Online Learning System (POLS). This platform provides students with the content, resources and assessment documentation necessary to complete the course. Participants will attend virtual classrooms with industry leading facilitators. Participants can start the course anytime and will be required to book in and attend sessions via Zoom. Printed workbooks, assessment documentation and all resources are provided and posted to students.

### SUPPORTED DISTANCE DELIVERY

Supported distance delivery participants will be set up on our leading online learning platform; the Pivot Online Learning System (POLS). This platform provides participants with all learning materials and resources to cover the content in the certificate. Printed workbooks, assessment documentation and all resources are provided and posted to students. Participants receive regular facilitator contact to support them throughout the duration of the course.

### RECOGNITION OF PRIOR LEARNING

RPL is an assessment process that enables an applicant to gain recognition of skills and knowledge regardless of how they were achieved. This may include formal or informal learning, work experience, or general life experience. Where RPL is granted you do not have to participate in further training and assessment for skills and knowledge that you already possess.

