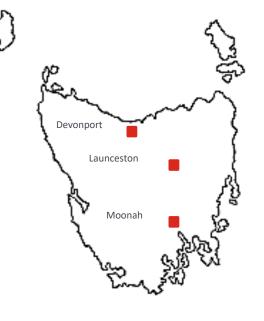


Overview

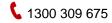
Work & Training is Tasmania's largest notfor-profit registered training organisation (RTO).

Our primary goal is to be the provider of choice for training services in Tasmania - for employers and individuals alike.

We are based in three convenient locations around Tasmania.



For more information and to assess suitability for the course contact us:





workandtraining.com.au



trainingcourses@workandtraining.com.au







Course Information

- Training will be delivered by one of our professional trainers who have extensive industry experience.
- The program is offered over a maximum of 2 years for Full Time employees and 3 years maximum for Part Time employees.
- The qualification is offered in an onthe-job capacity, involving training and assessing in the workplace.
- ♦ The qualification will be delivered under a workplace traineeship arrangement, where funding may be available resulting in a \$600 administration fee.
- Facilitated off-job workshops at Work & Training premises are offered to supplement the training process.
- On Successful completion you will be awarded with the nationally recognised qualification BSB40120
 Certificate IV in Business.
- ♦ For information regarding refunds, LLN issues, Recognition of Prior Learning, available support services and other relevant information, please refer to our Student Guide Handbook. This can be provided on request.

Course Content

- The Certificate IV in Business reflects the role of individuals in a variety of Business Services job roles. These individuals may have supervisory performance accountabilities. Individuals in these roles carry out a mix of specialist and moderately complex administrative or operational tasks that require self-development skills. They 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.
- Training utilises materials such as learner's guides, relevant websites, video clips and paper based/ electronic resources.

- You will develop skills including but not limited to the following:
- ✓ Apply critical thinking to work practices
- ✓ Use digital technologies to collaborate in a work environment
- ✓ Build and maintain business relationships
- ✓ Implement and monitor WHS policies, procedures and programs
- ✓ Write complex documents
- ✓ Apply communication strategies in the workplace

Assessments will be conducted using a variety of Assessment tools including Observation and Knowledge assessments.

