



Certificate IV in Business

(BSB40215)

Course Overview



Mentor
education

RTO 21683

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Why Mentor Education

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“I was extremely impressed with the quality of the training that you delivered”

Tony Read - Mentor Education Diploma Graduate

Established in 2003, we are Australia's largest privately owned training organisation focused purely on Financial Services & Business training market. Many of our graduates currently work for Australia's leading financial services institutions (including Big 4 Banks) and small businesses all around Australia.

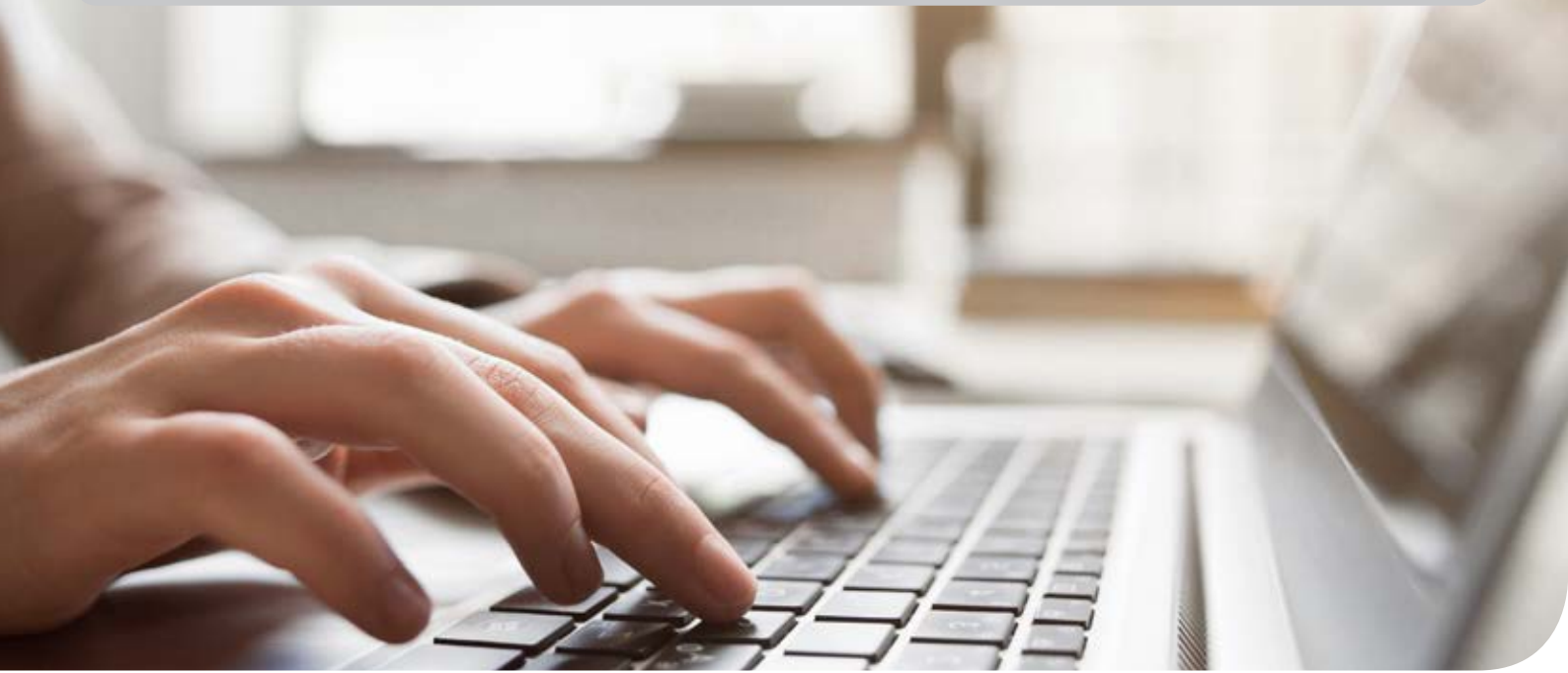
Building on the strong relationships we develop with learners completing our courses, our industry experts are available by arrangement to provide ongoing mentoring on an individual or organisation-wide basis. Learners can also benefit from access to current industry information through our state-of-the-art Continuing Professional Development (CPD) program and Best Practice Review Audits.

Exemplary Student Support

Mentor Education has gained an enviable reputation as the only financial training organisation that can deliver outstanding RG146 compliance and financial training coupled with personalised student support and customer service.

Our commitment to you

Our commitment is exemplified by the high level of student support received - our industry experts and assessors are available to personally respond to your questions and offer constructive feedback and guidance.



Student Support

To help you thrive and achieve your study goals, expert teacher support is available to you



Phone Support
Available

1300 306 146 **+61 3 8317 2953**
Monday to Friday 9am to 5.00pm (AEST)



Email Support
Response within two business days

You can get one on-one help from expert tutors via email and you are encouraged to share your work to receive feedback.

Payment Options

Mentor Education has assisted many students from a variety of backgrounds and needs. Simply speak to your course adviser for a Payment Option that will work for you.



Course name	Certificate IV in Business
Course code	BSB40215
Delivery options	Online Learning
Course duration	Up to 24 months
Assessments	Short answer written assignments
Nationally recognised	Yes

Potential Jobs

- Office Manager
- Administration Officer
- Team Leader
- Project Officer

Course Overview

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The Certificate IV in Finance and Mortgage Broking (FNS40815) is designed for those wanting to begin their career in the finance and mortgage broking industry.

Course Overview

The Certificate IV in Business (BSB40215) is the minimum entry requirement for those starting a business, new to management or transferring to a senior position in an organisation.

In this ever-changing marketplace, employers are increasingly looking for candidates who are equipped to meet the challenges of being a successful manager or business person, and graduate at the leading edge of their field.

Entry requirements

This is an open entry course with no prerequisite qualifications. In order for participants to successfully complete this course, it is recommended they have a strong grasp of computer, literacy and numeracy skills.

Who Should Enrol?

The program particularly suitable for candidates seeking to start a business or currently working in management roles who are seeking a formal qualification to enhance and confirm their existing knowledge and skills.

The course can be tailored to meet the needs of industry groups.

Course Outcomes

The Certificate IV of Business is a nationally recognised qualification from the Business Services Training Package which complies with the Australian Qualifications Framework standard.

Successful completion will help you to:

- Achieve the latest business qualification that will equip you to undertake business and management roles.
- Become experienced in implementation, finance, innovation, meetings, projects, customers, products and services

Assessment

Assessment tasks may be a combination of:

- Short answer questions
- Case study and scenario responses
- Projects, Portfolio
- Role Plays
- Practical Demonstration
- Journal and Self-reflection exercises

Course Outline

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This course introduces finance and mortgage broking, and works through the lending process and examines the agreements you will require to implement the loan.

Code	Unit Title
C4B 1 – Implementation & Finance	
BSBADM504	Plan and implement administrative systems
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBADM405	Report on financial activity
C4B 2 – Innovation & Websites	
BSBEBU401	Review and maintain a website
BSBINN301	Protect innovation in a team environment
C4B 3 – Meetings & Projects	
BSBFIA402	Organise meetings
BSBPMG52	Undertake project work
C4B 4 – Customers, Products & Services	
BSBCUS402	Address customer needs
BSBMKG413	Promote products and services
BSBMKG414	Undertake marketing activities

Course Outline

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Units of Competency Summary

Core Units

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

Elective Units

BSBADM504 Plan and implement administrative systems

BSBADM405 Organise meetings

BSBEBU401 Review and maintain a website

BSBINN301 Protect innovation in a team environment

BSBFIA402 Report of financial activity

BSBPMG52 Undertake project work

BSBCUS402 Address customer needs

BSBMKG413 Promote products and services

BSBMKG414 Undertake marketing activities



Course Outline

Units of Competency

Core Units

BSBWHS401 - Implement and monitor work, health and safety policies, procedures and programs to meet legislative requirements

This unit describes the skills and knowledge required to implement and monitor an organisation's work, health and safety policies, procedures and programs to meet legislative requirements.

It applies to individuals with supervisory responsibilities for implementing and monitoring the organisation's work, health and safety policies, procedures and programs.

Elective Units

BSBADM504 - Plan and implement administrative systems

This unit describes the skills and knowledge needed to plan for or review the requirements for implementing, monitoring and reviewing administrative systems.

It applies to individuals employed in a range of work environments in senior administrative roles.

BSBADM405 - Report on financial activity

This unit describes the skills and knowledge required to report financial activity in response to client requests and the completion of financial reports.

This unit applies to individuals who contribute financial skills and knowledge to address reporting requirements of clients and legal authorities.

BSBEBU401 - Review and maintain a website

This unit describes the skills and knowledge required to review website content and update and maintain a website.

It applies to individuals who have knowledge of the relationship between a website and an organisation and be able to perform basic updates to a website.

BSBINN301 - Protect innovation in a team environment

This unit describes the skills and knowledge required to be a proactive member of an innovative team.

It applies to individuals who play a role in demonstrating, encouraging or supporting a team.

Course Outline

BSBFIA402 - Organise meetings

This unit describes the skills and knowledge required to report financial activity in response to client requests and the completion of financial reports.

This unit applies to individuals who contribute financial skills and knowledge to address reporting requirements of clients and legal authorities.

BSBPMG522 - Undertake project work

This unit describes the skills and knowledge required to undertake a project. It covers developing a project plan, administering and monitoring the project, finalising the project and reviewing the project.

This unit applies to individuals who play a significant role in ensuring a project meets timelines, quality standards and budgetary limits set for the project.

BSBCUS402 - Address customer needs

This unit describes the skills and knowledge required to manage an ongoing relationship with a customer.

It applies to individuals who are expected to have detailed product knowledge in order to recommend customised solutions.

BSBMKG413 - Promote products and services

This unit describes the skills and knowledge required to coordinate the promotion of an organisation's products and services.

It applies to individuals with a broad knowledge of the promotion of products and services specific to an organisation.

BSBMKG414 - Undertake marketing activities

This unit describes the skills and knowledge required to plan, implement and manage basic marketing activities.

It applies to people with no previous experience in marketing.

Study options

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Online learning

Study online at your own pace, giving you the flexibility to achieve a nationally recognised qualification whilst also fulfilling your other life commitments.

Unlimited e-mail and phone support

Unlimited e-mail and phone support is provided by our experienced student support team between Monday to Friday, 9am – 5pm, so you're never left to feel 'lost' or stuck during your studies.

How to Enrol

To enrol, you can complete one of the following options:



1300 306 146
(option 1 'new enquiries')



learn@mentor.edu.au



www.mentor.edu.au

Mail

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