



Traineeship

BSB40120
**Certificate IV
in Business**



Traineeship

What is a traineeship?

Traineeships are a government initiative providing employees the opportunity to combine working with the completion of a nationally recognised qualification. Traineeships provide an employer a way of achieving a high-level workforce, promoting staff retention and offer a point of difference when recruiting new staff. Financial incentives may be available to employers to support the completion of the traineeship.

Traineeships can take between one and two years to complete and offer a wide range of qualifications over a variety of industries. New workers and existing workers may be eligible, and you may even complete a traineeship whilst still at school.

Qualification overview

This qualification is suited to those working as administrators and project officers. In this role, individuals 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. They may provide leadership and guidance to others with some limited responsibility for the output of others.

Training Outcomes

The BSB40120 Certificate IV in Business is designed to equip employees with the skills and knowledge required to contribute to a variety of business tasks. Skills and outcomes include:

- Apply critical thinking to work practices
- Build and maintain business relationships
- Apply communication strategies in the workplace
- Implement and monitor WHS policies, procedures and programs



Employer Benefits

- Government financial incentives (eligibility criteria applies)
- Improves staff retention
- Increases workforce productivity
- Recruitment advantage
- Upskills employees



Employee Benefits

- Get paid to study, earn while you learn!
- Undertake a nationally recognised qualification
- Improves career pathways
- Gain valuable skills & knowledge
- Enhances job satisfaction & security

Recommended Course Structure

To successfully complete this qualification, 12 units of competency is required. These 12 units comprise of six (6) core units and six (6) elective units.

| Core units | |
|------------|---|
| BSBCRT411 | Apply critical thinking to work practices |
| BSBTEC404 | Use digital technologies to collaborate in a work environment |
| BSBTWK401 | Build and maintain business relationships |
| BSBWHS411 | Implement and monitor WHS policies, procedures and programs |
| BSBWRT411 | Write complex documents |
| BSBXCM401 | Apply communication strategies in the workplace |

| Elective units | |
|----------------|---|
| BSBTEC401 | Design and produce complex text documents |
| BSBOPS404 | Implement customer service strategies |
| BSBPMG430 | Undertake project work |
| BSBOPS405 | Organise business meetings |
| BSBPEF402 | Develop personal work priorities |
| BSBPEF401 | Manage personal health and wellbeing |

*Customised elective unit options may be offered depending on the needs of the employer and the job role.

Jobs & Skills WA

Jobs and Skills WA is the way the State Government, through the Department of Training & Workforce Development, prioritises its investment in training to focus and subsidise training courses that equip people to take up jobs that are, or will be, in high demand.

Training Delivery and Assessment

Individualised delivery and assessment strategies will be developed based on the actual needs and requirements of both employees and employers to ensure effectiveness and time efficiency. Training will be flexible and combine on and off the job training through regular visits from an industry experienced trainer.

We offer assessment only options including RPL work based evidence collection (portfolio and workplace documents) and observation assessments to assist employees in providing the relevant evidence based on skill and knowledge competencies developed in the actual workplace.

Eligibility Requirements*

- Anyone of working age
- Australian citizen, permanent resident or hold an eligible visa
- Part-time or full-time employees

(*Please speak to our consultant for full eligibility requirements)

Fees:

The Student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as resource fees and other fees.

Fees based on standard unit selection.

New worker non-concession: **\$972.00**

New worker concession: **\$288.00**

Non-concession 15-24 years: **\$400**

Existing worker traineeship not available

School Based Traineeships (SBATs) are fee free

If ineligible for government funding fee for service arrangements available.

Next Steps



To get started or to find out more, please contact:

Name:

Mobile:

Email:

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