This course builds on the skills provided in Certificate III in Business. Give yourself an added advantage to undertake roles and responsibilities in the business workplace. This qualification encourages students to gain an understanding of the appropriate business work practices required.

Elevate your business skills to the next level by developing the aptitude and knowledge that will make you a star of the office.

Students must be Australian Citizen or Australian Permanent Resident or New Zealand Citizen at the time of course commencement.

This training is delivered with Victorian and Commonwealth Government Funding. *Eligibility criteria apply

Individuals with physical & intellectual disabilities are encouraged to apply.

Information contained in this flyer may not be sufficient to make an enrolment decision, prospective students must refer to RGIT’s Prospectus in conjunction with this flyer. Please also refer to the RGIT website www.rgit.edu.au for further information or speak to an authorised RGIT representative.
Certificate IV in Business (BSB40215)

Get started in Business
Students are exposed to a higher level of applied skills and knowledge to be used in a wide variety of contexts. Students will learn to apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a wide variety of sources. The RGIT Certificate IV in Business delivered as a School Based Apprenticeship and Traineeship (SBAT) provides you with real work experience while you complete your VCE or VCAL.

Career Pathways
- Project Officer
- Administrator
- Executive Assistant
- Senior Administration Officer
- Office Manager

Work placement
Your work placement will be sourced by one of our experienced work placement managers. The work placement is based on the qualification that you choose (to ensure that the work placement is industry relevant) and will be based on reasonable distance from the area where you live/go to school. If you choose to find your own placement, please let us know so that we can guide you through the process.

Entry Requirements
If you’re over 15 and enrolled in VCE or VCAL, you can take on a School Based Apprenticeship and Traineeship (SBAT) with RGIT. A SBAT gives you the option to combine part-time employment and structured training with your current VCE or VCAL studies.

You will also need to participate in a combination of class activities, role plays, written assignments and group work through a structured training day with us which gets credited towards your VCE or VCAL.

How much will it cost?
RGIT is committed to sourcing and securing funding opportunities from the Government’s training fund for all eligible participants. To be eligible for this funding, you need to be an Australian Citizen or Permanent Resident of Australia.

Course Structure
Certificate IV in Business comprises of 10 units: 1 core unit and 9 elective units.

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

Elective units
- BSBADM405 - Organise meetings
- BSBMKG414 - Undertake marketing activities
- BSBLED401 - Develop teams and individuals
- BSBMGT401 - Show leadership in the workplace
- BSBMGT402 - Implement operational plan
- BSBCUS401 - Coordinate implementation of customer service strategies
- BSBMGT404 - Implement operational plan

How to get started?
It’s easy! Complete an Expression of Interest form and return it to your school’s careers coordinator or contact us today.

VISIT US AT:
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Royal Gurkhas Institute of Technology Pty Ltd trading as RGIT Australia.
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