



Qualification:	Nationally recognised Certificate IV in Business
Course overview:	This qualification is intended for existing office/administration employees and/or individuals wishing to advance their career in business, and individuals seeking to upgrade their skills and knowledge in the business environment.
Prerequisite:	There are no prerequisite requirements for individual units of competency.
Content:	10 units of competency
Delivery duration:	Classroom and on-the-job mentoring and assessment – 12 months and/or Recognition of Prior Learning (RPL) – 6 months If you have worked in the workplace for some time and have the requisite skills and knowledge you may apply and submit evidence to gain this qualification via the RPL process.
Study Pathways:	As a graduate of this course you are eligible to enrol in: <ul style="list-style-type: none">• A range of other Diploma or Advanced Diploma qualifications
Career Opportunities:	Graduates will gain the skills and knowledge for various roles with a Business focus. <ul style="list-style-type: none">• Administrator• Project Officer.

Qualification Program

Students must gain competency in 10 units to qualify for Certificate IV in Business.

Electus provides you with a Certificate IV in Business qualification that acknowledges your skills and knowledge in the area of your business interest.

Electus delivers a learning pathway from Certificate IV in Business to Diploma of Business.

The following table summarizes the Units of Competency covered in the Diploma of Management

Unit Title
Core
Monitor a safe workplace
Elective
Make a presentation
Address customer needs
Write complex documents
Organise meetings
Develop teams and individuals
Develop and use complex spreadsheets
Establish networks
Develop work priorities
Report on financial activity

Training Program

Your training program will take approximately 20 months to complete and will be customised to suit your requirements and timetable. It will be a combination of:

- Classroom training sessions
- One-on-one training sessions
- Workplace experience
- Mentoring
- Assignments
- Review sessions

Throughout the training program you will have formal review and assessment sessions to ensure that the elements of competency are being achieved and to ensure that your skill development is progressing as planned.

The role of Electus (your RTO)

Electus will have the multiple roles of co-ordinator, trainer, assessor and mentor. Electus will be responsible for:

- Co-ordinating your training and assessment program
- Monitoring training and skills development progress and provide assistance to you where necessary
- Delivering classroom training as per your training plan
- Visiting you in the work place to provide on-the-job mentoring and coaching
- Visiting you in the work place to conduct on-the-job assessments
- Checking your portfolio of evidence and developing an action plan for the next on-the-job training and assessment period.
- Providing support and advice throughout the training and assessment program

Your role

It is expected that you will:

- Undertake all training sessions and complete all assessment assignments as per your training program
- You will make every effort to achieve the competencies specified in your training plan.
- Maintain the records of assessment in your training manual.
- Submit assignments by agreed due dates.
- Immediately discuss any problems relating to your training program with your assessor or workplace supervisor.

Simulated Work Environment

If you are currently unemployed Electus will provide you with a simulated work environment enabling you to study and complete assignments.