

Why choose h&h?

- We are a Nationally Registered Training Organisation with over 20 years' experience in teaching and training for business and the aged care, disability and childcare industries;
- We have strong relationships with industry employers, which facilitates successful employment outcomes and opportunities;
- Choose how you learn (classroom, distance or traineeship);
- We offer small, hands-on learning groups, with no more than 20 students in any class;
- We offer support in all areas of study, work experience, resume and cover letter writing, and interview processes, with email support available six days a week (24-hour turnaround);
- Our trainers and staff have extensive industry knowledge and speak a variety of languages to support all our students;
- We offer Recognition of Prior Learning (RPL) and Credit Transfer (CT) for students with qualifying previous study;
- All courses offer nationally recognised qualifications; and
- We offer payment plans to suit your financial needs.



Want to know more?

If you want to learn more about h&h, the other courses we offer and find out how to enrol, simply visit our website, or call us to chat to one of our friendly staff members.

h&h Accredited Training Australasia Inc.

Web: www.hnh.org.au

Phone: (02) 9682 0100

Email: granville@hnh.org.au

College opening hours: Monday to Saturday,
8.30am to 4.30pm.

Certificate IV in Business (BSB40215)

Nationally Registered Training Organisation | RTO ID: 90784

Certificate IV in Business

BSB40215

Take the next step in your
business career



About this Certificate

This course leads you to the next step in your business career. A nationally recognised qualification, it provides you with the skills for applying solutions to unpredictable problems and for working with different communication styles. It allows you to gain broader business knowledge, be accepted into university and/or assist in manager roles.

Key elements of this course include*:

- Organising business meetings;
- Addressing customer needs;
- Risk identification and management;
- Making business travel arrangements;
- Promoting goods and services;
- Producing Excel spreadsheets; and
- Monitoring a safe workplace.

** Please visit our website to view full course elements.*

Why choose this course?

This course will hone your existing skills and allow you to apply new skills in a practical way, thereby boosting confidence and permitting you to perform efficiently and effectively in your chosen field and role.

“The Certificate IV in Business is in-depth training and I feel very supported. I learned so much.”

Emma Muller

*Former student, Certificate IV in Business (Traineeship)
BSB40215*

“This qualification worked well with my role. I am able to put the things I learnt into actual practice!”

Bryce White

*Former student, Certificate IV in Business
BSB40215*

What you'll receive

This course is made up of academic and practical components to provide you with the skills needed to take the next step in your business career. Students are required to complete eight elective units. These can be completed as Distance Learning (12 months) or as a Traineeship (18-24 months)

h&h Accredited Training offers weekday, weekend and evening classroom study options. Smart & Skilled Funding is available for eligible students (this training is subsidised by the NSW Government). Contact us to find out more.

