



Certificate IV in Business Sales (BSB40615) – Online

The ideal qualification for anyone looking to develop their career in a sales capacity.

ENROL ANY DAY OF THE YEAR – START LEARNING TODAY!

Subjects (10 units of competency to gain your qualification)

Core Units

- BSBPRO401 Develop product knowledge
- BSBREL402 Build client relationships and business networks
- BSBSLS407 Identify and plan sales prospects
- BSBSLS408 Present, secure and support sales solutions

Elective Units

- BSBCMM401 Make a presentation
- BSBMKG401 Profile the market
- BSBMKG408 Conduct market research
- BSBMKG413 Promote products and services
- BSBREL401 Establish networks
- BSBRES411 Analyse and present research information

About your Trainer

Participants in this program will learn from current practicing sales managers who can assist you with real life industry skills and knowledge. 1 Education is renowned for high quality and standards and exceptional customer service and want to share their expertise to help you succeed with your studies and career goals.

Qualification and Accreditation Outcomes

On successful completion of this program you will be awarded a nationally recognised qualification 'Certificate IV in Business Sales' (BSB40615), issued by 1 Education (RTO #6639).

Graduates of this program will be well prepared to move into a sales position.

Potential Job Outcomes

This qualification is specifically targeted towards sales positions. The competencies you gain from this program may lead to employment in the following roles, and more:

- Sales Officer / Manager
- Business Development Officer / Manager

Course Format and Mode of Delivery

During this program you will develop a variety of useful skills across areas such as making presentations, learning your product/s, researching and profiling your customers, making sales and more.

To guide your studies you will be given 24 hours / 7 days per week access to an online management system (Catapult), as well as on call assistance via direct contact with your assigned Trainer.

Location

Online – study this program anywhere, anytime.

Entry Requirements / Minimum Age:

There are no specific entry requirements for this course, however you must have successfully completed year 10 (or equivalent) with a satisfactory pass in English or have relevant experience and/or qualifications that indicate your ability to complete the course. A good command of the English language is required as you will need to demonstrate satisfactory skills in verbal and written communication. You must be at least 16 years old. If you are under 18 your enrolment form must be signed by a parent or guardian.

Course Duration:

As this is an independent, online program, you can learn at your own pace, but as a guideline, if you are able to commit 20 hours per week you could complete the entire course within a 3-6-month period.

Alternatively, you may elect to complete the course over 12 months at just 10 hours study per week as a general guide.

If you are able to dedicate more hours per week then you may fast track the program even further to finish the course in less than 3 months. On enrolment, you will receive a tailor-made, Individual Learning Plan to reflect your preferred course duration.

General (Minimum) Computer Specifications Needed:

Microsoft Office 2010 (Recommended)
Adobe Reader 2017 or equivalent
Adobe Flash Player 10 or higher
Printer/Scanner
2GB Ram minimum (4GB recommended)

Microsoft Windows user:

Microsoft Windows 10 (Recommended)

Apple Mac User:

OS X 10.11 (Recommended)

Recording devices:

You will be required to upload voice recordings in some assessment tasks so access to a smartphone with a recording App such as Voice Memo (Iphone), Voice Recorder (Android), I-talk or similar is recommended. Alternatively, you can use a Desktop or Laptop using either QuickTime Player or Voice Recorder to record the answers when necessary.

A video recording device (smartphone is acceptable) and associated software will be required to record, save and upload videos.

You may need to access software such as Windows Media Player, Adobe Reader to view online videos and images. These can be found on the internet and downloaded for free.

You will need basic computer skills including the ability to:

You will need Internet connection, and some assessments will require Microsoft Excel and Word software to complete the tasks. Some formatting ability and a basic level of these programs is required.

- Create, save and edit Microsoft office documents (including Word, Excel)
- Access and search the Internet
- Download and save documents from a variety of websites
- Upload files and images onto the Learning Management System
- Access Dropbox links (depending on subject selection)

Recognition of Prior Learning and Credit Transfer

All 1 Education students are provided with an opportunity to claim any advanced credit for their past studies or life experiences where that experience overlaps with the subjects contained in the course we are offering.

You will be asked to consider whether you would like to apply for any Recognition of Prior Learning (RPL) at the time of your enrolment, at which time, a self-assessment will be made available for you to complete. Please note that recognition of prior learning has no impact on course fees.

If you already hold the exact units of competency or an approved equivalent unit of competency to any of the units contained in your course then you will be given credit for that unit/s under national mutual recognition guidelines. This is called a Credit Transfer and any credit transfer issued may reduce the overall cost of your course.

Support Services

Your Trainer will remain on-call throughout your studies and you will also receive periodic contacts from your Trainer to talk through course content and assessments, and any issues you might be having.

The 1 Education administration team will also remain available to assist you with any non-educational issues not relating specifically to your course content, or in cases where an issue cannot be resolved between you and your Trainer.

Please remember that a detailed step-by-step guide for raising complaints and appealing an assessment decision, has been provided in the 1 Education Student Handbook, made available to you via the 1 Education website.

Language, Literacy and Numeracy:

We understand some people require more time than others to complete reading, writing and numeracy tasks. To ensure we have an accurate understanding of your support needs, we require you to complete a short LLN needs assessment during your enrolment process. We will then discuss any additional support or course modifications that might be required, if and as needed. Further details can be found in the 1 Education Student Handbook or alternatively, contact us for more information.

Course Fees and Availability of Course Subsidies:

This program does not attract any government funding assistance. Course fees will be clearly declared on your student enrolment form or contact 1 Education for current pricing.

Payment Options:

Students will be given the option to make payment via the following methods:

- Direct Credit Bank Transfer or
- Credit Card via PayPal (fees apply)

Convenient payment plan options may also be available on request.

Study Pathway:

Whilst there are lower level qualifications that might be useful for some students to complete prior to commencing the Certificate IV, the majority of students will choose to enter directly into the Certificate IV in Business Sales. If you are uncertain about your readiness to study the program please talk with one of our friendly staff members and we can guide you on the best pathway for you.

Once you have graduated with your Certificate IV in Business Sales, there are additional optional qualifications to pursue, to build on your skills and knowledge. You may decide to enrol into the Diploma of Leadership and Management.

Your Trainer will be happy to discuss these options during your Certificate IV studies.

Course Survey

All 1 Education students are required to complete a survey at the completion of their program to enable us to improve the experience for future students. We thank you in advance for your contributions.

More Information

For more information relating to various student-related policies and processes please refer to the Student Handbook, available in the 1 Education website - <http://www.1education.com.au/>

Contact Details

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Internet: <http://www.1education.com.au/>