

Training Package: BSB Business Services

Qualification: BSB40615 Certificate IV in Business Sales - Release 2

Fees: \$3,000 per Learner (minimum 10 Learners to form a class)



Do you want to build a trusting and worthy relationship with your clients?

This qualification is suitable for individuals with well-developed sales skills across a range of business sales contexts. They may problem-solve, provide leadership to others and analyse a range of information. Typically, people in this role would report to a more senior business sales practitioner.

Learners of this program are not required to be in employment, however, will need to arrange work experience with Navarra Venues or a similar employer to show evidence of competency of work skills.

Entry Requirements

Nil

To enrol, download an Enrolment Form and the Student Handbook from AD1 Business Training College website and follow the instructions or call the Administration and Compliance Officer during normal business hours.

Delivery Strategies

The training program is conducted as flexible workplace learning and integrated delivery may occur with some units. For each unit of competence, the participants are provided with an E-Learning module that may also be printed that contains all worksheets, handouts, additional reading materials and the assessment tasks. The delivery and assessment will be in a simulated or real work environment with a high degree of supervision. The units are contextualised to Navarra Venues requirements.

AD1 has established agreements with Navarra Venues for Learners to have work experience at Le Montage in Lilyfield, Curzon Hall in Marsfield, Oatlands House in Oatlands and Conca D'oro in Riverwood at various times throughout the year.

Course structure Three hundred and sixty hours (360) hours including ten assessor visits. Twelve months to complete work place training and assessments (up to two years to complete if undertaking a full time traineeship and four years part time). Please see the training schedule below.

Date of Assessment	Units Code	Unit Title	360 Hours including: <ul style="list-style-type: none"> - 60 hours supervised instruction - 100 hours unsupervised activities including self-study and research - 200 hours of work (20 hours per unit focused on achieving and demonstrating competency via observation and third party report)
Day 1 09:00 – 15:30	BSBPRO401 Core	<ul style="list-style-type: none"> • Develop product knowledge 	36 (6 hours class, 10 hours unsupervised and 20 hours work experience)
Day 2 09:00 – 15:30	BSBREL402 Core	<ul style="list-style-type: none"> • Build client relationships and business networks 	36 (6 hours class, 10 hours unsupervised and 20 hours work experience)
Day 3 09:00 – 15:30	BSBSLS407 Core	<ul style="list-style-type: none"> • Identify and plan sales prospects 	36 (6 hours class, 10 hours unsupervised and 20 hours work experience)
Day 4 09:00 – 15:30	BSBSLS408 Core BSBCMM401 Elective	<ul style="list-style-type: none"> • Present, secure and support sales solutions • Make a presentation 	36 (6 hours class, 10 hours unsupervised and 20 hours work experience)
Day 5 09:00 – 15:30	BSBCUS401 Elective	<ul style="list-style-type: none"> • Coordinate implementation of customer service strategies 	36 (6 hours class, 10 hours unsupervised and 20 hours work experience)
Day 6 09:00 – 15:30	BSBCUS402 Elective	<ul style="list-style-type: none"> • Address customer needs 	36 (6 hours class, 10 hours unsupervised and 20 hours work experience)
Day 7 09:00 -15:30	BSBMKG414 Elective	<ul style="list-style-type: none"> • Undertake marketing activities 	36 (6 hours class, 10 hours unsupervised and 20 hours work experience)
Day 8 09:00 – 15:30	SITXEVT401 Elective	<ul style="list-style-type: none"> • Plan in-house events or functions 	36 (6 hours class, 10 hours unsupervised and 20 hours work experience)
Day 9 09:00 – 15:30	SITXEVT505 Elective	<ul style="list-style-type: none"> • Manage on-site event operations 	36 (6 hours class, 10 hours unsupervised and 20 hours work experience)
Day 10 09:00 – 15:30	BSBPMG522 Elective	<ul style="list-style-type: none"> • Undertake project work 	36 (6 hours class, 10 hours unsupervised and 20 hours work experience)

Assessment

Assessment is carried out by the comparison of your skills and knowledge, against the requirements of the Standards. To allow this to take place, AD1 will enter into an agreement with your employer or work experience venue. Part of this is a guarantee by your employer that you will be freed from your day to day work.

Assessment is determined over a period of time and activity

Assessment may include the following methodologies or a combination:

- RPL/ Credit Transfer
- Host Employer/ Third party/ Assessor reports of Observation/ Demonstration
- Written/ Oral questions and answers
- Projects

Students will earn either a relevant Statement of Attainment or the qualification BSB40615 Certificate IV in Business Sales.

AQF Qualifications and Statements of Attainment are recognised at enrolment or during the course through the Recognition of Prior Learning and Credit Transfer process provided qualifications are relevant to the course undertaken.

Assessments are not a stressful activity. They are conducted in a relaxed and friendly atmosphere. Do not regard your assessment as an examination. Your Assessor simply needs to know which competencies from your course you have mastered, and which competencies require further practice and will be flexible in the assessment method used. In many cases, your assessment will be done while you are actually completing work for the employer. The aim is to see you working over a period of time and applying the skills to your existing employer's workplace. It is in your long term interests to ensure that all of the skills necessary for the job have been mastered; our aim is to help you to learn those skills in the right way.

Our Assessors are available via phone and email support during normal business hours.

For more detailed information, visit the apprenticeships website at

<http://www.aapathways.com.au/Home> and download the complete guide to apprenticeships.

Recognition of Prior Learning and Credit Transfer

Learners can apply for recognition of previous study, work, life and educational experience that matches the units of competency or qualification being considered.

Learners applying for recognition of existing skills and knowledge must provide evidence to support their claim.

Examples of evidence might include but is not limited to: documentation such as certificates issued by other training organisations, support letters from employers; job description, resume or an outline of previous training and development. It is up to the Learner to decide on what evidence they feel is sufficient.

We also recognise the credentials issued by other training organisations operating under the VET Quality Framework.

Refund Policy

The terms and conditions, process and application form for fee refunds can be [downloaded from](#) our website. Learners are provided with the refund policy and application form prior to enrolment. Refund information is always available from Administration.

Please see our handbook and our website for more information.