



## BSB40607 Certificate IV in Business Sales - Traineeship

### So what exactly is a Certificate IV in Business Sales?

Great question! The *Certificate IV in Business Sales* is a broad qualification and is very useful in any business sales environment. It covers a range of problem-solving skills, ways to analyse and evaluate information from a variety of sources, and how to provide leadership and guidance to other team members, while reporting to more senior sales staff.

The *Certificate IV in Business Sales* is a terrific course if you want to consolidate, or get recognition for your

fundamental sales knowledge. This course is also a great foundation if you plan to study at diploma or degree level in the future, and covers topics such as: team effectiveness, communication in the workplace, team effectiveness, developing product knowledge, developing sales prospects, self management, marketing, sales, customer service and planning. It will also look at how you can be more innovative in the workplace.

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### Sounds great. What jobs can I get if I have a Certificate IV in Business Sales?

If you want a sales job in the public or private sector across a wide range of business types, this course is an excellent choice. Here are some possible jobs you might be interested in:

- Sales representative
- Sales assistant.

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### What types of skills will I gain from a Certificate IV in Business Sales?

This course provides you with the knowledge and skills to contribute effectively within a team environment.

- **Communication and team building:** with clients/customers and other people in your networks, achieving sales targets and creating a supportive sales environment for your team
- **Innovation and problem solving:** evaluating and addressing reasons for purchasing reluctance, using initiative to develop potential buyers and identifying cross-sell or up-sell opportunities

- **Planning and self-management skills:** establishing a sales plan, developing networks and prospects, time management and sales follow up activities
- **Learning:** setting and achieving goals, obtaining feedback and ongoing knowledge about products and services
- **Business technology:** fundamental computer skills to process orders and conduct product research.

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### Sounds exciting. How do I actually take the course?

**1.** As a Traineeship, attracting funding from local government. Under an Existing Worker Traineeship, a staff member undertakes a vocational training qualification while they continue to work in an organisation, increasing productivity through the assessment of skills gaps and adequate training.

**2:** Through assessment only pathways for students with substantiated work histories in the industry by Recognition of Prior Learning (RPL), and Recognition of Current Competencies (RCC).

If you think you may be eligible for RPL or RCC, contact us to make an appointment

## What other qualifications do I need before I enrol?

There are no prerequisites for this qualification, but before you enroll in a *Certificate IV in Business Sales*, you might need to demonstrate that you're ready for the material we will be covering in the course. If you have a *Certificate*

*III in Business Sales* then you definitely are ready, but even if you can show a level of competency, through work experience, job descriptions, or an appropriate business qualification, then you're ready for the next step!

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## So what does the course cover exactly?

The course comprises of **10 units**: 1 core unit, plus 9 elective units. All units are competency based and you are assessed as you progress through each part, so you

know how you are going at each step of the way. Once you finish the last unit successfully, you will attain a *Certificate IV in Business Sales*. It's that easy!

**Units you can train face-to-face at our campus include:**

### Core Unit

**BSBOHS407A** Monitor a safe workplace

### Elective Units

**BSBPRO401A** Develop product knowledge

**BSBSLS402A** Identify sales prospects

**BSBSLS403A** Present a sales solution

**BSBSLS404A** Secure prospect commitment

**BSBSLS405A** Support post-sale activities

**BSBSLS406A** Self-manage sales performance

**BSBCUS401A** Coordinate implementation of customer service strategies

**BSBCMM401A** Make a presentation

**BSBMKG414A** Undertake marketing activities

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## What study pathway can I pursue once I've achieved a Certificate IV in Business Sales?

Once you have a *Certificate IV in Business Sales*, you can choose to progress on to a *Diploma of Marketing* (BSB51207). This qualification focuses on developing skills for marketing team leaders or marketing managers. You can also explore a wide range of other Diploma

qualifications to supplement your business qualification. Contact EIM Training if you are interested in any other courses. We have worksheets similar to this one that explain our Diploma courses in more detail.

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## I want to do it. How can I pay for the course?

**For most of our courses, there are three payment options available:**

**Pay As You Go:** Pay a small deposit and then have the rest deducted from your credit card or account each month over a 6 to 12 month period. In most cases, you will have your certificate before you have even paid for your course in full.

**Receive 10% off by paying in full:**  
The easiest way to save money! Pay in full when booking your training and we reward you with a 10% saving. Simple!

**Get someone else to pay for it:**  
You may be eligible for a Government funded place, which means you may be able to obtain this qualification at no cost to you. (see below)\*

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**\*Funded schemes available include:**

**Government Funded Traineeships:** Employers who enrol their staff in Government Funded Traineeships may also be eligible for Federal and/or State Government Funding for each trainee, for each course. This can be up to \$4000 for the employer, with extra payroll tax exemptions available for some trainees.

**Our team will assist you in your application for appropriate funding.**

**To find out if you are eligible, contact your nearest campus : Gold Coast Robina 1300 765 064; Hervey Bay (07) 4124 6422**

*Information correct at time of printing. Course content, prices, dates and times are subject to variation without notice.*