



Certificate IV in Business Sales

BSB40607

For **Full Fee Paying** students (Up to two year term)

For **New Employee** Traineeships (NSW) (Up to two year term for full time employees, longer for part time employees. Early completions may be applied for)

For **Existing Employee** Traineeships (Up to two year term for full time employees, longer for part time employees. Early completions may be applied for)

Participants must complete both phases to achieve a Certificate IV in Business Sales

Phase A

BSBCUS401A	Coordinate implementation of customer service strategies
BSBPRO401A	Develop product knowledge
BSBSLS402A	Identify sales prospects
BSBSLS403A	Present a sales solution
BSBSLS404A	Secure prospect commitment
BSBSLS405A	Support post sales activities

Phase B

BSBWOR402A	Promote team effectiveness
BSBWOR401A	Establish effective workplace relationships
BSBWOR404A	Develop work priorities
BSBOHS407A	Monitor a safe workplace *

* Core competencies

Prerequisite requirements

There are no prerequisite requirements for individual units of competency.

Pathways into the qualification

Preferred pathways for candidates considering this qualification include:

after achieving the BSB30107 Certificate III in Business or other relevant qualification/s

OR

providing evidence of competency in the majority of units required for the BSB30107 Certificate III in Business or other relevant qualification/s

OR

with some vocational experience in assisting sales team leaders, supervisors or managers to conduct sales activities but without a formal sales qualification.

Examples of indicative job roles for candidates seeking entry based upon their vocational experience include:

Customer Service Advisor

Receptionist

Office Administration Assistant

Student Services Officer.

This breadth of expertise would equate to the competencies required to undertake this qualification.

Pathways from the qualification

After achieving the BSB40607 Certificate IV in Business Sales, candidates may wish to undertake the BSB51207 Diploma of Marketing, a qualification for marketing team leaders or marketing managers who have responsibility for managing a team and for those required to manage the marketing function within an organisation, or a range of other Diploma qualifications.



State Training Services

Funding for New Entrant Traineeships in New South Wales is funded by the NSW Department of Education and Training through the Apprenticeship and Traineeship Training Program.