
Certificate IV in Business Sales BSB40607

Description

This qualification reflects the role of individuals who use well-developed sales skills and a broad knowledge base in a wide variety of business sales contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others and have limited responsibility for output of others, however they typically report to a more senior business sales practitioner.

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include: Sales Account Assistant; Sales Agent; Sales Representative.



Qualification Pathways

There are no prerequisite requirements for individual units of competency.

Candidates may enter into the qualification through a number of entry points demonstrating potential to undertake vocational education and training at certificate level, including:

- 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 assisting sales team leaders, supervisors or managers to conduct sales activities without formal sales qualifications.

After achieving the BSB40607 Certificate IV in Business Sales, candidates may 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.

Qualification Rules

1 Core Unit + 9 Elective Units = 10 Units

Training & Recognition of Current Competencies (RCC)

Much of the training is delivered on-the-job through reading, interacting with colleagues and completing useful project work. You only need to attend off-the-job training if a competency cannot be acquired at the workplace. You may already have many of the skills required to qualify for this qualification. There is no need to be trained in things you can already do. NDA will assess current skills and give recognition for relevant competencies.

1 Core Unit:

BSBOHS407A Monitor a safe workplace

Choose 5 Sales units from the list below:

BSBPRO401A Develop product knowledge
BSBREL402A Build client relationships and business networks
BSBSLS402A Identify sales prospects
BSBSLS403A Present a sales solution
BSBSLS404A Secure prospect commitment
BSBSLS405A Support post-sales activities
BSBSLS406A Self-manage sales performance

Choose 3 Elective units from the list below:

BSBADM405B Organise meetings
BSBADM406B Organise business travel
BSBADM409A Coordinate business resources
BSBCMM401A Make a presentation
BSBCUS401A Coordinate implementation of customer service strategies
BSBCUS402A Address customer needs
BSBFIA402A Report on financial activity
BSBINT401B Research international business opportunities
BSBITU301A Create and use databases
BSBITU402A Develop and use complex spreadsheets
BSBMKG401B Profile the market

BSBMKG402B Analyse consumer behaviour for specific markets

BSBMKG408A Conduct market research
BSBMKG413A Promote products and services
BSBMKG414A Undertake marketing activities
BSBMKG415A Research international markets
BSBMKG416A Market goods and services internationally
BSBREL401A Establish networks
BSBREL403A Implement international client relationship strategies

BSBRES401A Analyse and present research information
BSBSLS501A develop a sales plan
BSBSLS502A Lead and manage a sales team
BSBWOR401A Establish effective workplace relationships
BSBWOR402A Promote team effectiveness
FNSICSAM402A Implement a sales plan

The other **elective unit** may be selected from units listed above, the BSB07 Business Services Training Package or any other currently endorsed national Training Package. If not listed above this unit may be selected from a Certificate III qualification or from a Diploma qualification.