

Course Overview

BSB40315 Certificate IV in Customer Engagement

There are endless possibilities in what you can achieve post-graduation. The interpersonal, conceptual and practical skills learned through this qualification will help you unlock your potential and future career. The BSB40315 Certificate IV in Customer Engagement will give you the qualification to open those doors.

Career Options

- Contact Centre Team Leader
- Quality Assurance Coordinator
- Customer Engagement Coach
- Analyst
- Complex Enquiry Customer Service
- Contact Centre Operator

About the Course

Our BSB40315 Certificate IV in Customer Engagement is specifically designed for people who are looking to advance within the customer service industry. BSB40315 Certificate IV in Customer Engagement is a nationally accredited qualification and an industry endorsed program which has been created to provide training for people who are eager to advance their career in this exciting sector.

How long does the course take to complete?

- Scheduled face to face training sessions over 13 action packed topics

Total duration of your course is:

- This course will be approximately 24 months in duration for full-time employees depending on RPL, Credit Transfer and individual needs of the learners.
- This course will be approximately 36 months in duration for part-time employees depending on RPL, Credit Transfer and individual needs of the learners.

We also provide

- Dedicated trainer visits to you in your workplace.
- Course Materials & Resources

Entry Requirements

There are no prerequisites to gain entry into BSB40315 Certificate IV in Customer Engagement, however;

- Students must undertake a Language, Literacy & Numeracy (LLN) assessment † so that the appropriate academic support can be sourced throughout the course

The Course

To achieve this qualification, you need to successfully complete 13 units of study. This consists of 3 core units plus 10 elective units.

Session	Unit Code	Units of Competency
Customer Service Strategies	BSBCUS401	Coordinate implementation of customer service strategies
Develop Teams & Individuals	BSBLED401	Develop Teams and Individuals
Monitor WHS	BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
Follow the Leader	BSBMGT401	Show leadership in the workplace
	BSBWOR404	Develop work priorities
Address customer needs	BSBCUS402	Address customer needs
Work effectively with diversity	BSBDIV301	Work effectively with diversity
Implement continuous improvement	BSBMGT403	Implement continuous improvement
The Engine Room (Part 1 & 2)	BSBMGT502	Manage people performance
Collect, analyse and record information	BSBCUE404	Collect, analyse and record information
Manage stress in the workplace	BSBWOR403	Manage stress in the workplace
Dream Team	BSBLDR403	Lead Team Effectiveness
Innovation	BSBINN301	Promote innovation in a team environment



A DETAILED VIEW

Customer Service Strategies

Core Unit

Coordinate implementation of customer service strategies (BSBCUS401)

This unit covers topics to advise on, carry out and evaluate customer service strategies, including the design of improvement strategies based on feedback. Operators may have responsibility to provide guidance or to delegate aspects of these tasks to others.

Develop Teams & Individuals

Core Unit

Develop Teams and Individuals (BSBLED401)

This unit covers topics on determining individual and team development needs and to facilitate the development of the workgroup.

Monitor WHS

Core Unit

Implement and monitor WHS policies, procedures and programs to meet legislative requirements (BSBWHS401)

This unit describes the performance outcomes, skills and knowledge required to implement and monitor the organisation's work health and safety (WHS) policies, procedures and programs in the relevant work area in order to meet legislative requirements.

Work Effectively with Diversity

Work effectively with diversity (BSBDIV301)

This unit involves the skills and knowledge required to recognise and interact productively with diversity in the workplace. It covers sensitive responses to, and interactions with, all manner of diversity that might be encountered during the course of work.

Follow the Leader

Show leadership in the workplace (BSBMGT401)

This unit involves the skills and knowledge required to work with teams and individuals, their standard of conduct and the initiative they take in influencing others. At this level, work will normally be carried out within routine and

non-routine methods and procedures which require the exercise of some discretion and judgement.

Develop work priorities (BSBWOR404)

This unit involves the skills and knowledge required to plan one's own work schedules, to monitor and to obtain feedback on work performance and development. It also addresses the requirement to take responsibility for one's own career planning and professional development.

Address Customer Needs

Address customer needs (BSBCUS402)

This unit involves the skills and knowledge required to manage the ongoing relationship with a customer, who includes assisting the customer to articulate their needs, meeting customer needs and managing networks to ensure customer needs are addressed. The customer relationship would typically involve direct interaction a number of times over an extended period.

The Engine Room Part I & 2

Manage people performance (BSBMGT502)

This unit involves the skills and knowledge required to manage the performance of staff who report to them directly. Development of key result areas and key performance indicators and standards, coupled with regular and timely coaching and feedback, provide the basis for performance management.



Manage Stress in the Workplace

Manage stress in the workplace (BSBWOR403)

This unit involves the skills and knowledge required to manage own stress and the stress of others stress in a team environment.

Implement Continuous Improvement

Implement continuous improvement (BSBMGT403)

This unit involves the skills and knowledge required to implement the organisation's continuous improvement systems and processes. Particular emphasis is on using systems and strategies to actively encourage the team to participate in the process, monitoring and reviewing performance, and identifying opportunities for further improvements.

Dream Team

Lead team effectiveness (BSBLDR403)

This unit defines skills, knowledge and outcomes required to plan and supervise the performance of the team and develop team cohesion. It applies team leaders, supervisors and new emerging managers who have an important leadership role in the development of efficient and effective

Our Promise

We are passionate about preparing students to take on leadership roles in the Customer Engagement environment.

All training is delivered by us! We do not have third parties delivering on our behalf. We will deliver training which assists you to develop the necessary skills, knowledge and attitude so you can respond confidently to many challenging and diverse contact centre roles.

We have dedicated trainers who will deliver your training face to face in your workplace, so you're supported every step of the way.

Arrow Training Services is a well-known and respected registered training organisation with a reputation of producing qualified graduates who are well prepared and suited to a Customer Engagement leadership role.

work teams. Leaders at this level also provide leadership for the team and bridge the gap between the management of the organisation and the team members. As such they must 'manage up' as well as manage their team/s.

Innovation

Promote innovation in a team environment (BSBINN301)

This unit involves the skills and knowledge required to be an effective and proactive member of an innovative team.

Collect, Analyse and Record Information

Collect, analyse and record information (BSBCUE404)

This unit involves the skills and knowledge required to gather, collate and record information from a variety of sources, including database systems. Competence in this unit requires preparing, undertaking and recording relevant and required details of information collected according to organisational, legislative and regulatory requirements. It also requires efficient use of relevant technology.



For more information,
give us a call at 1300 737 977