

Certificate IV in Business BSB40207

Overview

This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of 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 with some limited responsibility for the output of others.

Qualification Requirements

Total number of units = 10

1 core unit as listed below

BSBOHS407A Monitor a safe workplace

Plus 9 elective units

At least 5 of the elective units must be selected from the elective units listed below. The other 4 elective units may be selected from the remaining elective units listed below, the BSB07 Business Services Training Package or any other currently endorsed national Training Package. If not listed below, 1 unit may be selected from either a Certificate III or Diploma qualification.

BSBCUS401A	Coordinate implementation of customer service strategies
BSBCUS402A	Address customer needs
BSBCUS403A	Implement customer service standards
BSBEBU401A	Review and maintain a website
BSBFIA402A	Report on financial activity
BSBADM405B	Organise meetings
BSBADM409A	Coordinate business resources
BSBINN301A	Promote innovation in a team environment



This qualification outline shows qualification packaging rules as documented in the National Training Package. Course delivery options, scheduling and available elective units may vary.

BSBMM401A	Make a presentation
BSBITA401A	Design databases
BSBITS401A	Maintain business technology
BSBITU401A	Design and develop complex text documents
BSBITU402A	Develop and use complex spreadsheets
BSBITU404A	Produce complex desktop published documents
BSBLED401A	Develop teams and individuals
BSBMKG413A	Promote products and services
BSBMKG414A	Undertake marketing activities
BSBPMG510A	Manage projects
BSBRKG402B	Provide information from and about records
BSBREL401A	Establish networks
BSBRES401A	Analyse and present research information
BSBRK401A	Identify risk and apply risk management processes
BSBSUS301A	Implement and monitor environmentally sustainable work practices
BSBWRT401A	Write complex documents

