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# Certificate IV in Business BSB40207

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## Description

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 output of others.



Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include: Administrator; Project Officer

## 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 in a range of environments providing administrative or operational support to individuals and/or teams but without a formal business qualification.

After achieving the BSB40207 Certificate IV in Business, candidates may undertake a range of Diploma level qualifications within the BSB07 Business Services Training Package, or other Training Packages.

## Qualification Rules

1 Core Units + 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.

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### 1 Core Unit:

BSBOHS407A Monitor a safe workplace

### 9 elective units

**5 elective units** must be selected from the elective units listed below.

**The remaining 4 elective units** may be selected from the elective units listed below, or any currently endorsed Training Package or accredited course at the same qualification level. If not listed below, 1 unit may be selected from either a Certificate III or Diploma qualification.

### Customer Service

BSBCUS401A Coordinate implementation of customer service strategies

BSBCUS402A Address customer needs

BSBCUS403A Implement customer service standards

### Continuity

BSBCON401A Work effectively in a business continuity context

### E-Business

BSBEU401A Review and maintain a website

### Financial Administration

BSBFIA402A Report on financial activity

### General Administration

BSBADM405B Organise meetings

BSBADM409A Coordinate business resources

### Innovation

BSBINN301A Promote innovation in a team environment

**Intellectual Property**

- BSBIPR401A Use and respect copyright
- BSBIPR402A Protect and use new inventions and innovations
- BSBIPR403A Protect and use brands and business identity
- BSBIPR404A Protect and use innovative designs
- BSBIPR405A Protect and use intangible assets in small business

**Interpersonal Communication**

- BSBCMM401A Make a presentation

**IT Analysis and Design**

- BSBITA401A Design databases

**IT Support**

- BSBITS401A Maintain business technology

**IT Use**

- BSBITU401A Design and develop complex text documents
- BSBITU402A Develop and use complex spreadsheets
- BSBITU404A Produce complex desktop published documents

**Learning and Development**

- BSBLED401A Develop teams and individuals
- Marketing
- BSBMKG413A Promote products and services
  - BSBMKG414A Undertake marketing activities

**Project Management**

- BSBPMG510A Manage projects

**Recordkeeping**

- BSBRKG402B Provide information from and about records

**Relationship Management**

- BSBREL401A Establish networks

**Research**

- BSBRES401A Analyse and present research information

**Risk Management**

- BSBRSK401A Identify risk and apply risk management processes

**Sustainability**

- BSBSUS301A Implement and monitor environmentally sustainable work practices

**Writing**

- BSBWRT401A Write complex documents