
Certificate IV in Business BSB40207

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.

1 Core Unit:

BSBOHS407A Monitor a safe workplace

5 Elective Units from the list below:

BSBADM405B Organise meetings

BSBADM409A Coordinate business resources

BSBCMM401A Make a presentation

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

BSBINN301A Promote innovation in a team environment

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

BSBPMG501A Manage projects

BSBRKG402B Provide information from and about records

BSBREL401A Establish networks

BSBRES401A Analyse and present research information

BSBRSK401A Identify risk and apply risk management practices

BSBSUS301A Implement and monitor environmentally sustainable work practices

BSBWRT401A Write complex documents

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