

## BSB40215 CERTIFICATE IV IN BUSINESS

Release Number: 3, Release Date: 27 September 2018

The **CERTIFICATE IV IN BUSINESS** requires that 10 units be achieved. There are no pre-requisite or co-requisite units for this qualification. All 10 units must be completed to attain the full qualification. Where only some units of competency are achieved, a statement of attainment will be issued. This qualification forms part of the Business Services Training Package BSB.

This qualification is suited to those working as administrators and project officers. In this role, individuals use well-developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems and analyse information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

Preferred pathways for candidates considering this qualification include:

- BSB30115 Certificate III in Business or other relevant qualification/s
- **OR**
- with vocational experience assisting in a range of environments providing administrative or operational support to individuals and/or teams but without a formal business qualification.

The units of competency that make up this qualification are **1 core unit** from the core unit listed below plus **9 elective units**.

### Core Unit:

National Code	National Title
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements

### 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 BSB 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. Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

National Code	National Title
BSBADM405	Organise meetings
BSBADM409	Coordinate business resources
BSBCMM401	Make a presentation
BSBCUS401	Coordinate implementation of customer service strategies
BSBCUS402	Address customer needs
BSBCUS403	Implement customer service standards
BSBCON401	Work effectively in a business continuity context
BSBEBU401	Review and maintain a website
BSBFIA412	Report on financial activity
BSBINN301	Promote innovation in a team environment
BSBIPR401	Use and respect copyright
BSBIPR402	Protect and use new inventions and innovations
BSBIPR403	Protect and use brands and business identity
BSBIPR404	Protect and use innovative designs
BSBIPR405	Protect and use intangible assets in small business
BSBITA411	Design and develop relational databases
BSBITS411	Maintain and implement digital technology
BSBITU401	Design and develop complex text documents
BSBITU402	Develop and use complex spreadsheets
BSBITU404	Produce complex desktop published documents
BSBLED401	Develop teams and individuals
BSBMKG413	Promote products and services
BSBMKG414	Undertake marketing activities
BSBPMG522	Undertake project work
BSBRKG402	Provide information from and about records
BSBREL401	Establish networks
BSBRES411	Analyse and present research information
BSBRSK401	Identify risk and apply risk management processes
BSBSUS401	Implement and monitor environmentally sustainable work practices
BSBWRT401	Write complex documents

It is highly recommended that participants view [www.training.gov.au](http://www.training.gov.au) for detailed information on packaging arrangements.

The Australian Qualifications Framework (AQF) provides a guide to the volume of learning for each qualification. It describes how long a student may take to complete a qualification and is dependent on a number of factors such as; experience, current skill level, knowledge and job role. Without any prior experience, skill or knowledge it is anticipated a student would take 6 – 24 months to complete this qualification.

***Qualification Fee:** Trainees who qualify for a funded Traineeship through the Department of Training and Workforce Development (DTWD) will be charged as per the published rates on the DTWD Jobs and Skills WA website (<http://www.dtwd.wa.gov.au/jswa>).*

*The qualification cost is calculated based on the nominal hours of each unit multiplied by the DTWD Jobs and Skills WA hourly rate outlined in DTWD's VET fees and charge policy. AspirePT will provide all trainees with resources to support in the learning process when completing through a traineeship model. In some instances a Trainee may require additional resources incurring extra costs.*

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