


BSB40215 CERTIFICATE IV IN BUSINESS

<p>Qualification Name:</p>	<p>BSB40215 CERTIFICATE IV IN BUSINESS</p> 
<p>Course Structure</p>	<p>To achieve this qualification, you must complete a total of 10 units. One core unit BSBWHS401 and 9 of the specified elective units.</p>
<p>Core Unit Elective Units</p>	<p>BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements</p> <p>BSBINN301 Promote innovation in a team environment</p> <p>BSBREL401 Establish networks</p> <p>BSBLED401 Develop teams and individuals</p> <p>BSBRES401 Analyse and present research information</p> <p>BSBITS401 Maintain business technology</p> <p>BSBADM409 Co-ordinate business resources</p> <p>BSBMKG413 Promote products and services</p> <p>BSBCUS401 Co-ordinate implementation of customer service strategies</p> <p>BSBADM405 Organise meetings</p> <p>BSBCMM401 Make a presentation</p> <p>BSBWRT401 Write complex documents</p> <p>BSBITU401 Design and develop complex text documents</p>

	<p>BSBSUS401 Implement and monitor environmentally sustainable work practices</p> <p>BSBPMG522 Undertake project work</p>
Outcomes	<p>This course is for people who want to work as an office assistant in a business environment.</p> <p>You will learn:</p> <ul style="list-style-type: none"> • Skills to work in an office environment at a supervisor level • Knowledge about different business situations • How to use a range of business equipment, such as computers and printers • Office procedures.
Training Pathways	<p>Traineeship,</p> <p>Upon completion of this qualification learners could progress to a Diploma level qualification</p>
Delivery Mode	<p>Employment Based* – You complete the qualification whilst employed.</p> <p>*Subject to availability</p>
Eligibility	<p>Eligibility requirements may apply for some government subsidised training programs. Contact JobQuest for more information</p>

For more information contact Robyn at JobQuest on 02 49609024
Or email: mail@jobquest.org.au