



NATIONALLY RECOGNISED  
TRAINING

## BSB40215 CERTIFICATE IV IN BUSINESS

<b>Qualification Name:</b>	BSB40215 CERTIFICATE IV IN BUSINESS
<b>Course Structure</b>	To achieve this qualification, you must complete a total of 10 units One core unit BSBWHS401 and 9 of the specified elective units
<b>Core Unit</b>  <b>Elective Units</b>	<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><b>Outcomes</b></p>	<p>This course is for people who want to work in a business environment.</p> <p>You will learn:</p> <ul style="list-style-type: none"> <li>● Skills to work in an office environment at a supervisor level</li> <li>● Knowledge about different business situations</li> <li>● How to use a range of business equipment, such as computers and printers</li> <li>● Office procedures.</li> </ul> <p>Disclaimer: JobQuest does not in any way guarantee that a student will obtain employment by completing this training program</p>
<p><b>Training Pathways</b></p>	<p>Traineeship, Recognition of Prior Learning</p> <p>Upon completion of this qualification learners could progress to a Diploma level qualification</p>
<p><b>Duration of Training</b></p>	<p>A full-time Traineeship is contracted for a 24 month period and part-time Traineeships for longer. This information is provided at indenture and enrolment.</p> <p>The duration of the course will be sufficient to give every student the opportunity to learn the required skills and knowledge and complete the assessment tasks.</p>
<p><b>Delivery Mode</b></p>	<p>Employment Based – You complete the qualification whilst employed.</p>
<p><b>Eligibility</b></p>	<p>Eligibility requirements may apply for some government subsidised training programs.</p>

For more information contact  
JobQuest on 02 49609024 or email: [mail@jobquest.org.au](mailto:mail@jobquest.org.au)