BSB40215 Certificate IV in Business

Qualification Description
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.

Core Unit:
BSBWH5401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements

Elective Units, nine to be chosen:
- BSBCUS401 Coordinate implementation of customer service strategies
- BSBCUS402 Address customer needs
- BSBCUS403 Implement customer service standards
- BSBEBU401 Review and maintain a website
- BSFBFA402 Report on financial activity
- BSBADM405 Organise meetings
- BSBADM409 Coordinate business resources
- BSBNIN301 Promote innovation in a team environment
- BSBCOMM401 Make a presentation
- BSBITA401 Design databases
- BSBITU401 Design and develop complex text documents
- BSBITU402 Develop and use complex spreadsheets
- BSBITU404 Produce complex desktop published documents
- BSILED401 Develop teams and individuals
- BSBMKG414 Undertake marketing activities
- BSBPMG522 Undertake Project Work
- BSBREL401 Establish networks
- BSBRES401 Analyse and present research information
- BSBRSK401 Identify risk and apply risk management processes
- BSBUSUS301 Implement and monitor environmentally sustainable work practices
- BSBADM405 Organise meetings
- BSBADM409 Coordinate business resources
- BSBNIN301 Promote innovation in a team environment
- BSBCOMM401 Make a presentation
- BSBITA401 Design databases
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- BSBRSK401 Identify risk and apply risk management processes
- BSBUSUS301 Implement and monitor environmentally sustainable work practices

Selection of the elective units will be through consultation with the training manager to reflect your current employment description.

Learning Outcomes
- Communicating with business contacts and team members to promote products and services, give and receive feedback, and negotiate effectively to address conflicts
- Reading, interpreting, writing and presenting reports
- Supporting team members in developing skills and knowledge relating to products and services
- Making decisions to complete tasks in a time efficient manner
- Contributing to strategic direction of enterprise
- Organising resources, equipment and time lines
- Managing time to independently complete tasks
- Participating in professional networks and associations to obtain and maintain knowledge and skills
- Using business technology to collect, analyse and provide information

Licensing/Regulatory Information
No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Reserve your place now:
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