



NATIONALLY RECOGNISED
TRAINING

BSB40215 CERTIFICATE IV IN BUSINESS

Qualification Name:	BSB40215 CERTIFICATE IV IN BUSINESS
Course Structure	To achieve this qualification, you must complete a total of 10 units One core unit BSBWHS401 and 9 of the specified elective units
Core Unit Elective Units	<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>

Outcomes	<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"> • 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. <p>Disclaimer: JobQuest does not in any way guarantee that a student will obtain employment by completing this training program</p>
Training Pathways	<p>Traineeship, Recognition of Prior Learning</p> <p>Upon completion of this qualification learners could progress to a Diploma level qualification</p>
Duration of Training	<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>
Delivery Mode	<p>Employment Based – You complete the qualification whilst employed.</p>
Eligibility	<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