Certificate IV in Business

This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

Delivery:
- Classroom based
- External
- Online
- Traineeship (24 months)

Completion of 1 Core unit and 9 elective units are required.

Core Units:
- BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislation requirements.

Suggested Electives:
- BSBADM409 Coordinate business resources
- BSBINN301 Promote innovation in a team environment
- BSBITU401 Design and develop complex text documents
- BSBITU402 Develop and use complex spread sheets
- BSBLDD401 Develop teams and individuals
- BSBMKG413 Promote products and services
- BSBRKG402 Provide information from and about records
- BSBRES401 Analyse and present research information

Duration:
Duration will vary depending on elective units chosen. Classroom based delivery 6 - 12 months.

Future Pathways:
Accounts supervisor, Customer service supervisor, Officer administration supervisor, Student Services supervisor.

Entry Requirements:
Completion of BSB30115 Certificate III in Business or other relevant qualification, or vocational experience is preferred.

*Eligibility criteria applies