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
- External
- Online
- Traineeship

Duration:
Duration will vary depending on Delivery mode selected, however, as a guide the contact hours for classroom based delivery is 1-2 days per week over 8-12 months with self-paced study required between sessions.

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

Completion of 1 Core unit and 9 elective units are required to gain this qualification.

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

Suggested Electives:
BSBCUS401    Coordinate implementation of customer service strategies
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
BSBLED401    Develop teams and individuals
BSBMKG413    Promote products and services
BSBRKG402    Provide information from and about records
BSBRES401    Analyse and present research information

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