



# Certificate IV in Business

## National Code BSB 40207



<b>Duration</b>	2 year nominal	<b>Traineeship</b>	New Entrant and Existing Worker
<b>Who should attend</b>	This course is for people who are supervisor's, leading hands, frontline managers and above, who want to broaden their skills and knowledge as managers.		
<b>Course aims</b>	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.		
<b>Qualification Rules</b>	<p><b>Prerequisite requirements</b> There are no prerequisite requirements for individual units of competency.</p> <p><b>1 core unit plus 9 elective units</b></p> <p>At least <b>5</b> of the <b>elective units</b> must be selected from the elective units list. The other <b>4 elective units</b> may be selected from the remaining elective units, the BSB07 Business Services Training Package or any other currently endorsed national Training Package. If not listed, 1 unit may be selected from either a Certificate III or Diploma qualification. Elective units must be relevant to the work outcome, local industry requirements and the qualification level.</p> <p><b>Pathways into the qualification</b> Preferred pathways for candidates considering this qualification include:</p> <ul style="list-style-type: none"> <li>• after achieving the BSB30107 Certificate III in Business or other relevant qualification/s OR</li> <li>• providing evidence of competency in the majority of units required for the BSB30107 Certificate III in Business or other relevant qualification/s</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• with some vocational experience assisting in a range of environments providing administrative or operational support to individuals and/or teams but without a formal business qualification.</li> </ul> <p>After achieving the BSB40207 Certificate IV in Business, candidates may undertake a range of Diploma level qualifications within the BSB07 Business Services Training Package, or other Training Packages.</p>		
<b>Learning Outcomes/Job Roles</b>	<p>The learning outcomes will be reflected in the many roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:</p> <ul style="list-style-type: none"> <li>• Administrator</li> <li>• Project Officer</li> </ul>		
<b>Assessment outcomes will be gathered using</b>	<ul style="list-style-type: none"> <li>• Demonstration</li> <li>• Theory Assessment</li> <li>• Role Plays &amp; Scenarios</li> <li>• Completion of activities during the delivery</li> </ul>		
<b>Documents issued on successful completion</b>	Certificate IV in Business BSB40207		
<b>Price per person</b>	POA	<b>Course Fees</b>	POA