

Qualification details



BSB40215 - Certificate IV in Business

Summary

Releases:	Release	Status	Release date
	4	Current	2019/02/21
	3	Replaced	2018/09/27
	2	Replaced	2016/01/14
	1	Replaced	2015/03/25

Usage recommendation: **Superseded**

Mapping:	Mapping	Notes	Date
	Is superseded by BSB40120 - Certificate IV in Business		2020/10/19
	Supersedes and is equivalent to BSB40212 - Certificate IV in Business	Updated to meet Standards for Training Packages.	2015/03/25

Training packages that include this qualification

Code	Title	Release
BSB	Business Services Training Package	2.0

Units of competency

Code	Title	Essential
BSBADM405	Organise meetings	Elective
BSBADM409	Coordinate business resources	Elective
BSBCMM401	Make a presentation	Elective
BSBCON401	Work effectively in a business continuity context	Elective
BSBCUS401	Coordinate implementation of customer service strategies	Elective
BSBCUS402	Address customer needs	Elective
BSBCUS403	Implement customer service standards	Elective
BSBEBU401	Review and maintain a website	Elective
BSBFIA402	Report on financial activity	Elective
BSBINN301	Promote innovation in a team environment	Elective
BSBIPR401	Use and respect copyright	Elective
BSBIPR402	Protect and use new inventions and innovations	Elective
BSBIPR403	Protect and use brands and business identity	Elective
BSBIPR404	Protect and use innovative designs	Elective
BSBIPR405	Protect and use intangible assets in small business	Elective
BSBITA401	Design databases	Elective
BSBITS401	Maintain business technology	Elective
BSBITU401	Design and develop complex text documents	Elective
BSBITU402	Develop and use complex spreadsheets	Elective

Code	Title	Essential
BSBITU404	Produce complex desktop published documents	Elective
BSBLED401	Develop teams and individuals	Elective
BSBMKG413	Promote products and services	Elective
BSBMKG414	Undertake marketing activities	Elective
BSBPMG522	Undertake project work	Elective
BSBREL401	Establish networks	Elective
BSBRES401	Analyse and present research information	Elective
BSBRKG402	Provide information from and about records	Elective
BSBRSK401	Identify risk and apply risk management processes	Elective
BSBSUS401	Implement and monitor environmentally sustainable work practices	Elective
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	Core
BSBWRT401	Write complex documents	Elective

Classifications

Scheme	Code	Name
ANZSCO Identifier	512000	Office And Practice Managers
ASCED Qualification/Course Field of Education Identifier	0803	Business And Management
Qualification/Course Level of Education Identifier	511	Certificate IV
Taxonomy - Industry Sector	N/A	Logistics, Ground Operations, Business Administration, Public Administration, Warehousing and Storage
Taxonomy - Occupation	N/A	Office Administrator, Analyst, Personal Assistant

Classifications history

Scheme	Code	Name	Start date	End date
ANZSCO Identifier	512000	Office And Practice Managers	2015/07/30	
ASCED Qualification/Course Field of Education Identifier	0803	Business And Management	2015/07/30	
Qualification/Course Level of Education Identifier	511	Certificate IV	2015/03/25	