

Qualification details



BSB40207 - Certificate IV in Business

Summary

Releases:	Release	Status	Release date
	2	Current	2011/11/28
	1	Replaced	2009/03/10

Usage recommendation: **Superseded**

Mapping:	Mapping	Notes	Date
	Is superseded by and equivalent to BSB40212 - Certificate IV in Business	Core unit BSBOHS407A Monitor a safe workplace replaced with BSBWHS401A Implement and monitor WHS policies, procedures and programs to meet legislative requirements - EQUIVALENT.	2012/12/18

Training packages that include this qualification

Code	Title	Release
BSB07	Business Services Training Package	6.0

Units of competency

Code	Title	Essential
BSBADM405B	Organise meetings	N/A
BSBADM409A	Coordinate business resources	N/A
BSBCMM401A	Make a presentation	N/A
BSBCON401A	Work effectively in a business continuity context	N/A
BSBCUS401B	Coordinate implementation of customer service strategies	N/A
BSBCUS402B	Address customer needs	N/A
BSBCUS403B	Implement customer service standards	N/A
BSBEBU401A	Review and maintain a website	N/A
BSBFIA402A	Report on financial activity	N/A
BSBINN301A	Promote innovation in a team environment	N/A
BSBIPR401A	Use and respect copyright	N/A
BSBIPR402A	Protect and use new inventions and innovations	N/A
BSBIPR403A	Protect and use brands and business identity	N/A
BSBIPR404A	Protect and use innovative designs	N/A
BSBIPR405A	Protect and use intangible assets in small business	N/A
BSBITA401A	Design databases	N/A
BSBITS401B	Maintain business technology	N/A
BSBITU401A	Design and develop complex text documents	N/A
BSBITU402A	Develop and use complex spreadsheets	N/A
BSBITU404A	Produce complex desktop published documents	N/A
BSBLED401A	Develop teams and individuals	N/A
BSBMKG412A	Conduct e-marketing communications	N/A

Code	Title	Essential
BSBMKG413A	Promote products and services	N/A
BSBMKG414B	Undertake marketing activities	N/A
BSBOHS407A	Monitor a safe workplace	N/A
BSBPMG510A	Manage projects	N/A
BSBREL401A	Establish networks	N/A
BSBRES401A	Analyse and present research information	N/A
BSBRKG402B	Provide information from and about records	N/A
BSBRSK401A	Identify risk and apply risk management processes	N/A
BSBSUS301A	Implement and monitor environmentally sustainable work practices	N/A
BSBWOR302A	Work effectively as an off site worker	N/A
BSBWRT401A	Write complex documents	N/A

Classifications

Scheme	Code	Name
ANZSCO Identifier	512000	Office And Practice Managers
ASCED Qualification/Course Field of Education Identifier	0803	Business And Management
ASCO (occupation type) Identifier	329	Miscellaneous Business And Administration Associate Professionals
Qualification/Course Level of Education Identifier	511	Certificate IV
Taxonomy - Industry Sector	N/A	Logistics, Public Administration, Business Administration, Warehousing and Storage, Ground Operations
Taxonomy - Occupation	N/A	Analyst, Office Administrator, Personal Assistant

Classifications history

Scheme	Code	Name	Start date	End date
Qualification/Course Level of Education Identifier	511	Certificate IV	2009/03/10	
ANZSCO Identifier	512000	Office And Practice Managers	2008/09/03	
ASCO (occupation type) Identifier	329	Miscellaneous Business And Administration Associate Professionals	2008/09/03	
ASCED Qualification/Course Field of Education Identifier	0803	Business And Management	2008/09/03	