BSB40215 Certificate IV in Business

Modification History

<table>
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<th>Release</th>
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<tbody>
<tr>
<td>Release 3</td>
<td>This qualification first released with BSB Business Services Training Package Version 3.0. Version created to update codes and titles in unit list.</td>
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<tr>
<td>Release 2</td>
<td>This version released with BSB Business Services Training Package Version 2.0. Version created to update unit list.</td>
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<tr>
<td>Release 1</td>
<td>This version first released with BSB Business Services Training Package Version 1.0.</td>
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Qualification Description

This qualification is suited to those working as administrators and project officers. In this role, individuals use well-developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems and analyse information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

Nil

Packaging Rules

Total number of units = 10

1 core unit plus

9 elective units, of which:
• 5 elective units must be selected from the elective units listed below
• 4 elective units may be selected from the elective units listed below, or any currently endorsed Training Package or accredited course at the same qualification level
• if not listed below, 1 unit may be selected from either a Certificate III or Diploma qualification.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Core Units
BSBWH401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements

Elective Units
BSBADM405 Organise meetings
BSBADM409 Coordinate business resources
BSBCMM401 Make a presentation
BSBCUS401 Coordinate implementation of customer service strategies
BSBCUS402 Address customer needs
BSBCUS403 Implement customer service standards
BSBCON401 Work effectively in a business continuity context
BSBEBU401 Review and maintain a website
BSBFIA412 Report on financial activity
BSBINN301 Promote innovation in a team environment
BSBIPR401 Use and respect copyright
BSBIPR402 Protect and use new inventions and innovations
BSBIPR403 Protect and use brands and business identity
BSBIPR404 Protect and use innovative designs
BSBIPR405 Protect and use intangible assets in small business
BSBITA411 Design and develop relational databases
BSBITS411 Maintain and implement digital technology
BSBITU401 Design and develop complex text documents
BSBITU402 Develop and use complex spreadsheets
BSBITU404 Produce complex desktop published documents
BSBLED401 Develop teams and individuals
BSBMKG413 Promote products and services
BSBMKG414 Undertake marketing activities
BSBPMG522 Undertake project work
BSBRKG402 Provide information from and about records
BSBREL401 Establish networks
BSBRES411 Analyse and present research information
BSBRSK401 Identify risk and apply risk management processes
BSBSUS401 Implement and monitor environmentally sustainable work practices
BSBWRT401 Write complex documents

Qualification Mapping Information

<table>
<thead>
<tr>
<th>Code and title</th>
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<th>Comments</th>
<th>Equivalence status</th>
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<tbody>
<tr>
<td>BSB40215 Certificate IV in Business Release 3</td>
<td>BSB40215 Certificate IV in Business Release 2</td>
<td>Updated codes and titles in unit list</td>
<td>Equivalent qualification</td>
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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10