



Australian Government

BSB40215 Certificate IV in Business

Release 4

BSB40215 Certificate IV in Business

Modification History

Release	Comments
Release 4	This qualification first released with BSB Business Services Training Package Version 4.0. Version created to update Elective Unit list.
Release 3	This qualification first released with BSB Business Services Training Package Version 3.0. Version created to update codes and titles in unit list.
Release 2	This version released with BSB Business Services Training Package Version 2.0. Version created to update unit list.
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

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

BSBWHS401 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

BSBRELE401 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

BSBXCM401 Apply communication strategies in the workplace

BSBXDB401 Develop and implement recruitment processes that are inclusive of people with disability

BSBXTW401 Lead and facilitate a team

Qualification Mapping Information

Supersedes and is equivalent to BSB40212 Certificate IV in Business

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>