BSB40212 Certificate IV in Business

What's it about

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.

What job could it help me to get

- Administrator
- Project Manager

Then what

Preferred pathways for candidates considering this qualification include:
BSB30112 Certificate III in Business or other relevant qualification

OR

with vocational experience assisting in a range of environments providing administrative or operational support to individuals and/or teams but without a formal business qualification.

Pathways from the qualification
A range of Diploma level qualifications within the BSB07 Business Services Training Package, or other Training Packages.

What needs to be completed

10 units of competence are required to complete this qualification within the specific requirements as set out below:

1 core unit: **BSBWHS401A** Implement and monitor WHS policies, procedures and programs to meet legislative requirements
11 elective units as per Training Package Rules.

5 elective units must be selected from the elective units listed below.

The remaining **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 outcome, local industry requirements and the qualification level.

OK so how do I do it

Option One: One on One Training
You can have the training as an individual. This allows you to have the training delivered at your own pace in a timeframe that suits you. We come to you and deliver training that fits into your work/life requirements. All assessments are completed at a pace that suits your needs.

Option Two: Classroom Training
All your learning an assessment for each of the units is delivered in a classroom environment with other students.
For classroom training to occur we need a minimum of **5** students.
We can deliver our training in a number of QLD locations. We have a portable classroom set-up whereby we have 10 computers and a Trainer available.

Option Three: Recognition of Prior Learning (RPL)
If you've had lots of experience in this industry or similar in the past; you may be eligible for RPL?
Recognition of Prior Learning means that you don't require the training but rather you just need to be assessed on each unit. You will need to draw on all your past experiences so that you can demonstrate that you have already acquired the knowledge and skills. You may be eligible for some units through the RPL process whilst other units may require some training.

See below an example of BSB40212 Certificate IV in Business training plan(s) for core, stream, recommended and elective units, (if applicable) as per Grouping Requirements as offered by Work Skills

BSB40212 Certificate IV in Business Example

BSB40212 Certificate IV in Business	
Compulsory Core Unit	
Code	**Unit Name**
BSBWHS401A	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSB40212 Certificate IV in Business	
Code	**Unit Name**
Elective Units List 1 (Choose at least 5 but as many as 9)	
BSBCUS402B	Address customer needs
BSBADM405B	Organise meetings
BSBCMM401A	Make a presentation
BSBMKG413A	Promote products and services
BSBMKG414B	Undertake marketing activities
BSBLED401A	Develop teams and individuals
BSBINN301A	Promote innovation in a team environment
BSBITU401A	Design and develop complex text documents
BSBWRT401A	Write complex documents
BSBCUS401B	Coordinate implementation of customer service strategies
BSBREL401A	Establish networks
BSBSUS301A	Implement and monitor environmentally sustainable work practices

Language, Literacy and Numeracy

Every qualification has an expected level of language, literacy and numeracy requirement.
Therefore at the commencement of a qualification we will ensure that the student's ability to comprehend LL&N is recognised and any issues that may impact on the opportunity to succeed in completing the qualification are identified. Work Skills works offers support solutions i.e. additional training time, additional support from an industry or LL&N specialist, different methods of assessment and more. Essentially we do all we can so that you achieve your qualification.

How long will it take?

A flexible approach is offered by Work Skills to deliver the training and assessment. The nominal duration to complete this qualification is **12** months fulltime.
If this qualification is completed as part time or as a School based student (SAT) then the nominal period of **24** months applies and in the case of SAT's the maximum "time completion framework per year" applies.
As this training is competency based, students are able to complete the volume of learning at a pace that sees completion before the expiry of these time frames however the completion dates can vary from student to student but will not exceed the nominal duration.

What Now?

Train them...don't blame them!

Phone us on :   **1300 360 567**   **or**
Email for more info: **info@workskills.com.au**   **or**
Go to: **www.workskills.com.au**   **or**

Scan this QR and go straight to us for more

Its really that easy and you can be on your way