



## Course Information

### Certificate IV in Business

### BSB40215

#### **QUALIFICATION STATEMENT**

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

#### **ENTRY REQUIREMENTS**

Nil. Individuals may enter BSB40215 Certificate IV in Business with limited or no vocational experience and without a relevant lower level qualification.

#### **PATHWAYS FROM THE QUALIFICATION**

After achieving BSB40215 Certificate IV in Business, graduates from this programme can undertake further training in the Diploma of Business.

#### **LOCATION**

Cairns Business College, 91 -97 Mulgrave Road, Parramatta Park, Qld 4870

#### **COURSE DATES**

Course can commence on any Monday during a Term.

Please contact the College for further information.





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#### UNITS OF STUDY

##### CORE UNIT/S

**BSBWHS401** Implement and monitor WHS policies, procedures and programs to meet legislative requirements

##### ELECTIVES

**BSBSUS401** Implement and monitor environmentally sustainable work practices

**BSBITU303** Design and produce text documents

**BSBRSK401** Identify risk and apply risk management processes

**BSBITU402** Develop and use complex spread sheets

**BSBFIA402** Report on financial activity

**BSBINN301** Promote innovation in a team environment

**BSBMGT403** Implement continuous improvement

**BSBMGT402** Implement operational plan

**BSBADM405** Organise meetings

#### STUDY MODE

Full Time (Monday - Wednesday), Face to Face

8:30 am - 4:15 pm

#### COURSE DURATION

40 weeks

