



BSB40207 Certificate IV in Business

Qualification Description

Certificate IV in Business is a unique course in that it allows for a flexible outcome. Some of the skills gained from this qualification could include team leadership, making presentations, marketing and advertisement, human resource management, quality & safety management, train small groups and much more. This is a flexible business course and can be tailored to produce the business outcome you require.

Delivery

Every organisation has different staff development requirements that can be fully realised with a tailored delivery approach. Individual trainees and groups can benefit from training methods designed to enhance the benefits to your organization, such as;

- Face to face delivery
- Continuous Improvement Projects
- Remote delivery via the WebEx platform
- Classroom workshops
- Measurement via 360 Degree Assessments
- Target organizational needs with key stakeholders
- Develop Internal Mentoring

Award

Certificate IV in Business BSB40207 provides you with a nationally recognised qualification through high quality, flexible, customised training that will have a positive impact on your career and business.

Qualification Pathways

There are no entry requirements for this qualification.

All of Outsource Services programs form learning pathways to high level study and University entrance and credits.

Our Trainers

Outsource Services will provide experienced training staff that inspire you to achieve great things. All our trainers are approved under the Australian Quality Training Framework and are experienced industry professionals as well as trainers!

Course Duration

This course is a competency based training program and as such the duration of the course is to be determined on individual levels of current competence and Recognition for Prior Learning. However, expect to take around a month per unit for most of our courses.

Career Opportunities

This program is aimed at developing your business and management skills ready for your future business management roles. Applicable occupations are:

Office Administration assistant or office manager | Business owners or managers
Marketing managers or assistants | Project Officer or Administrator
Store managers or assistant Managers and upcoming managers in all industry sectors

Your Investment

We understand that you have different needs and expectations for your Return on Training Investment. Your staff may need to achieve certification, are moving into management roles and need extra skills, or workplace changes may require further training. Please contact us to discuss how our alternative delivery methods can enhance your investment.

Government & Industry Incentives

Various funding programs are available through both State and Federal Government incentive schemes and Industry Skills Councils, with up to \$4,000 funding under existing worker traineeships available per trainee. Outsource Services works closely with the relevant authorities to keep up to date with all the funding opportunities available. It is highly possible Government funding may fully cover the cost of training your staff with Outsource Services.



To find out more call 1300 136 904
or fax: (07) 3890 5579
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www.outsourceservices.com.au



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Requiring 10 Units for Qualification

- 1 core unit (Occupational Health and Safety - BSBOHS407A - Monitor a safe workplace)
- 9 elective units
- At least 5 elective units must be selected from the elective units listed below
- The other 4 elective units may be selected from the remaining elective units listed below, the BSB07 Business Services Training Package or any other currently endorsed national Training Package.
- Elective units must be relevant to the work outcome, local industry requirements and the qualification level

CORE UNIT

BSBOHS407A Monitor a safe workplace

ELECTIVE UNITS

CUSTOMER SERVICE

BSBCUS401A Coordinate implementation of customer service strategies

BSBCUS402A Address customer needs

BSBCUS403A Implement customer service standards

E- BUSINESS

BSBEBU401A Review and maintain a website

FINANCIAL ADMINISTRATION

BSBFIA402A Report on financial activity

GENERAL ADMINISTRATION

BSBADM405B Organise meetings

BSBADM409A Coordinate business resources

INNOVATION

BSBINN301A Promote innovation in a team environment

INTERPERSONAL COMMUNICATION

BSBCMM401A Make a presentation

IT ANALYSIS AND DESIGN

BSBITA401A Design databases

IT SUPPORT

BSBITS401A Maintain business technology

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IT USE

- BSBITU401A Design and develop complex text documents
- BSBITU402A Develop and use complex spreadsheets
- BSBITU404A Produce complex desktop published documents

LEARNING AND DEVELOPMENT

- BSBLED401A Develop teams & Individuals.....

MARKETING

- BSBMKG413A Promote products and services
- BSBMKG414A Undertake marketing activities

MANAGEMENT

- BSBMGT401A Show leadership in the workplace
- BSBMGT402A Implement operational plan.....
- BSBWOR402A Promote team effectiveness.....

PROJECT MANAGEMENT

- BSBPMG510A Manage projects.....

RECORDKEEPING

- BSBRKG402B Provide information from and about records.....

RELATIONSHIP MANAGEMENT

- BSBREL401A Establish networks

RESEARCH

- BSBRES401A Analyse and present research information

RISK MANAGEMENT

- BSBRSK401A Identify risk and apply management processes.....

SMALL BUSINESS MARKETING

- BSBMKG401B Profile the market.....
- BSBMKG402B Analyse consumer behaviour for specific markets.....
- BSBSMB403A Market a small business.....

SUSTAINABILITY

- BSBSUS301A Implement and monitor environmentally sustainable practices

WRITING

- BSBWRT401A Write complex documents.....

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