

Certificate IV in Business

BSB40207

The Certificate IV in Business (BSB40207) is the ideal training investment in an organisation's current and future managers. 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. It is a practical qualification with a focus on the development of:

- Teamwork
- Customer service skills
- Operational and coordination skills
- Organisational skills
- Use of office technology
- Documentation and reporting
- Strategies to improve workplace safety

At Learning Verve, our programs focus on learning that is closely aligned to organisational needs and goals. This ensures that the learning is meaningful and has practical and immediate application in the workplace.

Benefits for the organisation

- Increased productivity and efficiency
- Consistent application of management principles
- Creation of an organisational learning culture
- Improved customer service
- Greater scope of innovative solutions to a range of workplace issues
- Greater commitment to continuous improvement initiatives

Benefits for the individual

- Greater opportunity for cross-divisional networking and liaison
- Increased efficiency and productivity
- A nationally recognised qualification
- Opportunity to have existing skills recognised (Recognition of Prior Learning)
- Greater career mobility
- Development of management/supervisory skills
- Increased job satisfaction



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Participants need to complete 10 units for the qualification – 1 core unit and 9 elective units

Select four units from the following:

BSBOHS407A Monitor a safe workplace

Select 9 elective units from the following:

BSBCUS401A Coordinate implementation of customer service strategies

BSBCUS402A Address customer needs

BSBCUS403A Implement customer service standards

BSBFIA402A Report on financial activity

BSBADM405B Organise meetings

BSBADM409A Coordinate business resources

BSBINN301A Promote innovation in a team environment

BSBCMM401A Make a presentation

BSBITS401A Maintain business technology

BSBITU401A Design and develop complex text documents

BSBITU402A Develop and use complex spreadsheets

BSBITU404A Produce complex desktop published documents

BSBLED401A Develop teams and individuals

BSBMKG413A Promote products and services

BSBMKG414A Undertake marketing activities

BSBPMG510A Manage projects

BSBRKG402B Provide information from and about records

BSBREL401A Establish networks

BSBRES401A Analyse and present research information

BSBRSK401A Identify risk and apply risk management processes

BSBSUS301A Implement and monitor environmentally sustainable work practices

BSBWRT401A Write complex documents



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gain the **skills**
to be your best

training

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Program Delivery Options

Workplace training – a training plan will be customised to address specific organisational training needs. Please note if delivering to a group (minimum of 6), all participants must be on the same training plan.

Program delivery options:

Option 1: Scheduled classroom training (10 days)

Option 2: Blended training solution - classroom training and elearning.

Mutual Recognition

Learning Verve recognises AQF Qualifications and Statements of Attainment issued by other RTOs under our 'Mutual Recognition' obligation. Originals of any AQF Qualifications or Statements of Attainment will need to be sighted prior to enrolment so that any exemptions can be identified and granted (in accordance with Learning Verve's Credit Transfer and RPL/RCC policies and procedures).

Recognition of Prior Learning (RPL)

Participants who already possess the required knowledge and skills within specific units of competency (regardless of where or how these were acquired) may apply for Recognition of Prior Learning (RPL). Participants who apply for RPL will need to provide evidence of their competence. Successful RPL applications will lead to exemptions from the identified unit/s of competency.

Entry requirements

The program is open to anyone currently working in a management, supervisory or team leader role. Participants will need to demonstrate that they have the requisite English language/literacy skills as well as the ability to analyse and solve problems.

Certification

Participants who successfully complete the program of study will be issued with a Certificate IV in Business.

Call Learning Verve on 03 9676 9211 for more information.



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