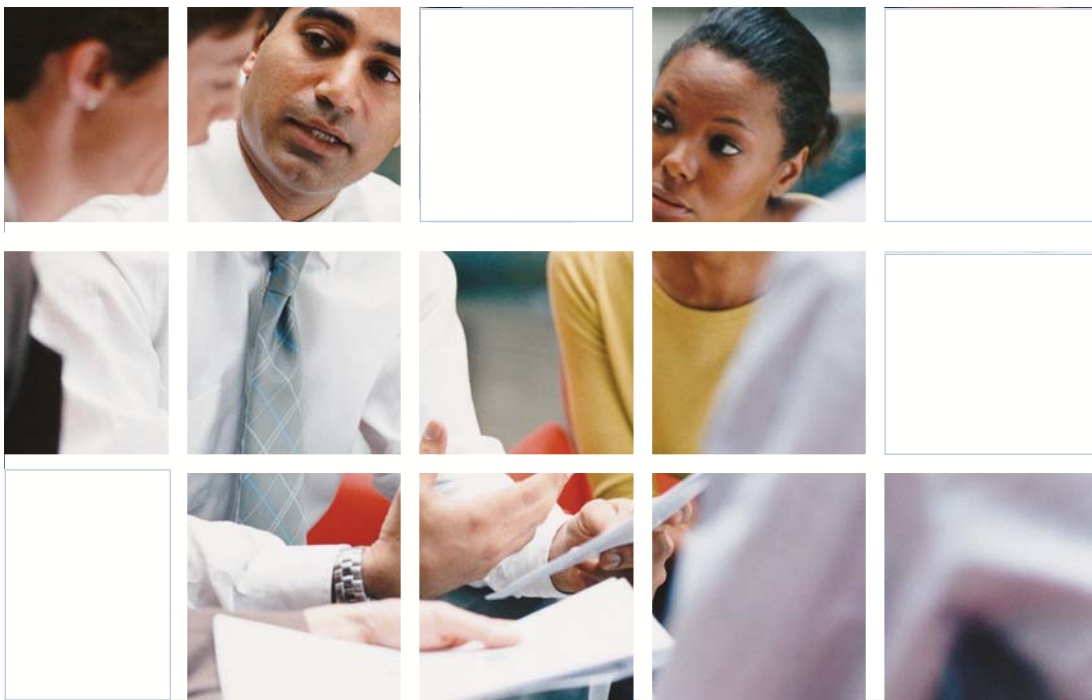


# Certificate IV in Business (BSB40207)



THE LEARNING VERVE CERTIFICATE IV IN BUSINESS REQUIRES PARTICIPANTS TO COMPLETE 10 UNITS

**BSBOHS407A**  
Monitor a safe workplace

**BSBWOR404A**  
Develop work priorities

**BSBADM405B**  
Organise meetings

**BSBWRT401A**  
Write complex documents

**BSBMKG414A**  
Undertake marketing activities

**BSBITU404A**  
Produce complex desktop published documents

**BSBCMM401A**  
Make a presentation

**BSBCUS402A**  
Address customer needs

**BSBITU402A**  
Develop and use complex spreadsheets

**BSBITU401A**  
Design and develop complex text documents

## Building a Sustainable Business Through People

The Certificate IV in Business (BSB40207) is the ideal training investment in an organisation's current and future middle line managers. 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

- Increased job satisfaction
- 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

