

UNIT SELECTIONS

BSB40215 Certificate IV in Business

LEARNER'S NAME: _____

DATE: ____/____/____

Delivery method: Work-based Classroom blended Online / Distance blended

Resource type: Online: Student has access to a computer/laptop and the Internet
OR
 Paper-based: Only available upon special request (e.g. no computer/Internet etc.)

Computer skills: Beginner Intermediate Advanced

PREREQUISITES

There are no entry requirements for this qualification.

QUALIFICATION RULES

10 units are required for this qualification; consisting of **1 core unit** and **9 elective units**

- **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 other current qualification at the same level on Access Group Training's scope. Only 1 of the 4 electives may be selected from either a Certificate III or Diploma qualification.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

CORE UNITS: The 1 unit below is compulsory

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

ELECTIVE UNITS: Please select **9** units from the below (or 4 units may be selected from another qualification):

- BSBCUS401 Coordinate implementation of customer service strategies
- BSBCUS402 Address customer needs
- BSBCUS403 Implement customer service standards
- BSBFIA402 Report on financial activity *
- BSBADM405 Organise meetings
- BSBADM409 Coordinate business resources
- BSBINN301 Promote innovation in a team environment
- BSBCMM401 Make a presentation
- BSBITU401 Design and develop complex text documents *
- BSBMKG414 Undertake marketing activities *
- BSBLED401 Develop teams and individuals
- BSBMKG413 Promote products and services *
- BSBREL401 Establish networks
- BSBRES401 Analyse and present research information
- BSBRSK401 Identify risk and apply risk management processes *
- BSBSUS401 Implement and monitor environmentally sustainable work practices
- BSBWRT401 Write complex documents *

Office Only:

Resources: Precision (paper-based), Didakso-Precision (online)

*Resources coming soon