



## ★ BSB40207 Certificate IV in Business ★

### Overview

The BSB40207 Certificate IV in Business program is for people who wish to build knowledge and skills to be successful in a range of business areas. With leadership and management elective options, it is also suitable for those who are responsible for the work of others.

### Units

The BSB40207 Certificate IV in Business comprises 10 units of study, 1 core unit plus 9 electives:

- BSBOHS407A Monitor a safe workplace (Core)

Plus, select a total of 9 elective units from the following lists:

*Select at least 5 units from this selection:*

- BSBCUS401A Coordinate implementation of customer service strategies
- BSBCUS402A Address customer needs
- BSBCUS403A Implement customer service standards
- BSBEBU401A Review and maintain a website
- BSBFIA402A Report on financial activity
- BSBADM405B Organise meetings
- BSBADM409A Coordinate business resources
- BSBINN301A Promote innovation in a team environment
- BSBCMM401A Make a presentation
- BSBITU401A Design and develop complex text documents
- BSBITU402A Develop and use complex spreadsheets
- BSBITU404A Produce complex desktop published documents
- 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

*Select a maximum of 4 units from this selection:*

- BSBITU302A Create electronic presentations
- BSBMGT402A Implement operational plan
- BSBMGT401A Show leadership in the workplace
- BSBHRM402A Recruit, select and induct staff
- BSBWOR404A Develop work priorities
- BSBWOR402A Promote team effectiveness

### Delivery

This program is available online offering candidates a flexible, practical and convenient solution to their learning and development needs. Students are guided and assisted through the program with continuous trainer access, progress monitoring and support meetings, either face to face or via telephone.

### Award

Following successful completion of 10 units of competency, students will receive the BSB40207 Certificate IV in Business qualification. The issuing RTO is Performance Edge Systems Pty Ltd (RTO Number: 90068).

### Information and Bookings

Please phone Plum Results on 02 6495 2656 or email [admin@plumresults.com.au](mailto:admin@plumresults.com.au) to request more information, check current fee structure or to make a booking.