



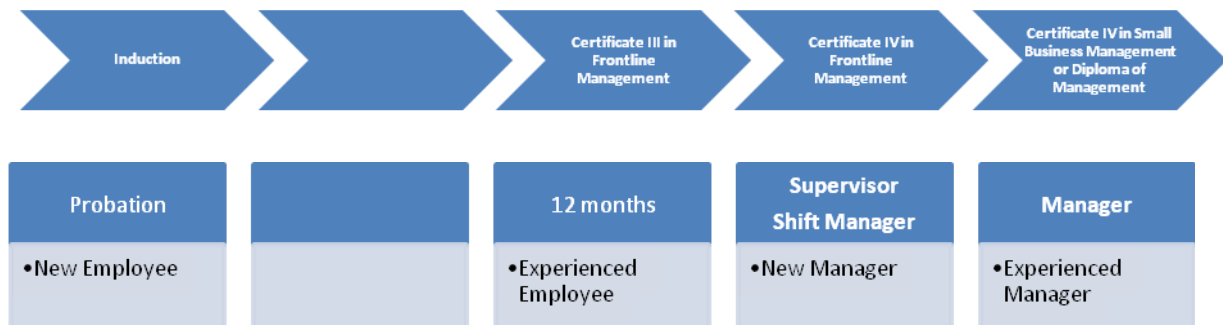
BSB40207 Certificate IV in Business

Course Description

This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of business 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, and have responsibility for the output of others.

Qualification based career pathways

A key aspect of our delivery involves utilising vocational qualifications for both recognising the skills of your staff and developing their skills as they grow and move through your organisation. We develop qualification based career pathways for the ongoing development of your staff. An example is shown:



Delivery

Delivery options for this course are:

Individual one-on-one sessions: 2 hour structured session, delivered on a face to face basis at your workplace, or off-site.

Programs (6-9 Session Workshop Delivery): 3-4 hour sessions conducted every 4 weeks, with 2 one hour face to face individual session at your workplace to enhance assessment and provide greater individual understandings of the competencies in the workplace. With the course covering topics over a 6 month period, participants are more able to reflect and apply lessons into the workplace.

Recognised Prior Learning (RPL): feel that you already have the skills covered in any of our qualifications or units of competence? RPL is a process to recognise your current skills.

Qualification Rules

Total number of units = 10

1 core units plus

9 elective units

At least 5 of the **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, or the BSB07 Business Services Training Package. If not listed below, 1 unit may be selected from either a Certificate III or Diploma qualification.



Subjects

Choose from the following subjects in designing a course that suits your needs:

Core units	Elective units (choose 9)
BSBOHS407A Monitor a safe workplace	BSBCUS401A Coordinate implementation of customer service strategies BSBCUS402A Address customer needs BSBFIA402A Report on financial activity BSBADM405B Organise meetings 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 BSBLED401A Develop teams and individuals BSBMKG413A Promote products and services BSBPMG510A Manage projects BSBREL401A Establish networks BSBRES401A Analyse and present research information BSBRSK401A Identify risk and apply risk management processes BSBWRT401A Write complex document <i>A maximum of 4 of the following can be chosen:</i> BSBMGT401A Show leadership in the workplace BSBMGT402A Implement operational plan BSBWOR401A Establish effective workplace relationships BSBWOR404A Develop work priorities BSBWOR402A Promote team effectiveness BSBMGT403A Implement continuous improvement

Existing Worker Traineeships: Government assistance to pay for your training!

Traineeships have been designed for new or existing employees of any age who do not have extensive experience or formal qualifications. Some of your existing staff may be eligible to undertake a traineeship to complete our accredited courses -

The federal government Employer Incentive Assistance is:

\$4,000 per staff member

Please discuss your needs and eligibility with Ben Fleming 0401 732 186

Price

Our website price for this course is:

\$3,500 (for individuals)

\$3,000 (for groups of 5 or more)

The current price for RPL of the qualifications is:

\$990

Payment plans allow expenditure to be spread across the term of the qualification.

The Next Step

To enrol in this course click on the enrolment form.

Alternatively, and for further information, contact Seed Skills via email at admin@seedskills.com

