



Certificate IV in Business (BSB40207)

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. Job roles relating to this qualification include an Administrator, Project Officer, Clerical Officer, General Receptionist and Office Administration.

On successful completion of the program you will be issued with a nationally recognised certificate that will confirm your skills and competence in business. This qualification can also lead to a diploma level qualification within the business services area.

Delivery Methods

An ATEC Trainer will meet with you to arrange a training program that can be delivered entirely on the job and will, wherever possible, be directly relevant to the day to day tasks that you practice within your organisation. The trainer will also conduct scheduled visits, provide ongoing support via telephone and/or email, and offer additional mentoring to assist you to achieve a quality learning outcome.

Assessment Methods

May include questioning, demonstrated previous experience, observation in the workplace, tests, written reports, project examinations and other appropriate assessment methods depending on the unit requirements.

Pre-requisites

There are no pre-requisites for individual units of competency that make up this qualification. However, completion of a Certificate III in Business or similar qualifications, or experience in an administration role in the workplace would be beneficial prior to undertaking this qualification.

Course Fees

\$2,500 (includes learning resources and manual)

For this qualification you are required to select 1 Core unit and 9 Elective units.

Course Outline (Example Training Plan*)

Core Units

BSBOHS407A	Monitor a Safe Workplace	Core
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Elective Units

BSBITS401A	Maintain Business Technology	Elective
BSBPMG510A	Manage Projects	Elective
BSBFIA402A	Report on Financial Activity	Elective
BSBADM405B	Organise Meetings	Elective
BSBITA401A	Design Databases	Elective
BSBITU401A	Design and develop complex text documents	Elective
BSBITU402A	Design and develop complex spreadsheet	Elective
BSBCUS402A	Address customer needs	Elective
BSBEBU401A	Review and Maintain a Website	Elective
BSBINN301A	Promote Innovation in a Team Environment	Elective
BSBREL401A	Establish Networks	Elective

* Please note: The above program is an example only and an ATEC Trainer can negotiate a training program that includes units that are relevant to the job role in your organisation.

For further details please contact Course Administration on (08) 8240 1233

