



Flexible Training Solutions



## BSB40215 Certificate IV in Business

### Overview:

This qualification reflects the varied roles of individuals working in business roles in a range of contexts including administrators and project officers. Individuals at this level may provide leadership or guidance to individuals or a team with limited responsibility for the work of others.

Individuals at this level may be responsible for the protection and use of a range of intellectual properties and copyrights owned by the business. They have an understanding of workplace procedures, including applying WHS legislation on the job and may be in charge of implementing and monitoring sustainable work practices within the business.

### Course delivery & structure:

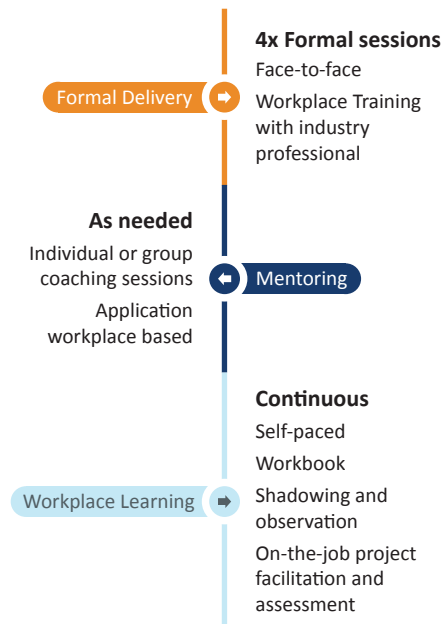
Delivery underpins our philosophy that work is the learning and learning is the work. We deliver a combination of formal training sessions and mentoring. We utilise a mix of on-the-job observation and questioning, and workplace based projects throughout our assessment tasks.

Participants are encouraged to challenge their existing knowledge and extend their boundaries whilst they expand their skill base.

To successfully attain the BSB40215 Certificate IV in Business, students are required to complete a total of ten (10) units of competency, comprising of:

- 1 core unit, and;
- 9 elective units, of which:
  - 5 elective units must be selected from the elective units listed over page;
  - 4 elective units may be selected from the elective units listed over page, or any currently endorsed Training Package or accredited course at the same qualification level
  - If not listed over page, 1 unit may be selected from either a Certificate III or Diploma qualification.

### Delivery Mode:



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### Duration:

This program is typically delivered over 12-24 months.



### Projects:

We believe to get the most out of a program, training should be applicable to a trainees job role. Projects directly impact and relate to your business.



### Workplace mentors:

a workplace mentor will be assigned from within your business. This ensures that knowledge and skills are reinforced throughout the program.



This nationally recognised qualification is delivered by Flexible Training Solutions RTO ID 6333. It provides skills and knowledge to the industry standard. We actively tailor training for people from diverse backgrounds, including those with disabilities, and encourage all to apply.

For more information or to get started visit  
[www.flexibletrainingsolutions.com.au](http://www.flexibletrainingsolutions.com.au)

## BSB40215 Certificate IV in Business

### Core Unit

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

### Elective Units

BSBADM405 Organise meetings  
BSBADM409 Coordinate business resources  
BSBCMM401 Make a presentation  
BSBCUS401 Coordinate implementation of customer service strategies  
BSBCUS402 Address customer needs  
BSBCUS403 Implement customer service standards  
BSBCON401 Work effectively in a business continuity context  
BSBEBU401 Review and maintain a website  
BSBFIA402 Report on financial activity  
BSBINN301 Promote innovation in a team environment  
BSBIPR401 Use and respect copyright  
BSBIPR402 Protect and use new inventions and innovations  
BSBIPR403 Protect and use brands and business identity  
BSBIPR404 Protect and use innovative designs  
BSBIPR405 Protect and use intangible assets in small business  
BSBITA401 Design databases  
BSBITS401 Maintain business technology  
BSBITU401 Design and develop complex text documents  
BSBITU402 Develop and use complex spreadsheets  
BSBITU404 Produce complex desktop published documents  
BSBLED401 Develop teams and individuals  
BSBMKG413 Promote products and services  
BSBMKG414 Undertake marketing activities  
BSBPMG522 Undertake project work  
BSBRKG402 Provide information from and about records  
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

For more information contact us directly

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🌐 [www.flexibletrainingsolutions.com.au](http://www.flexibletrainingsolutions.com.au)