

# **CERTIFICATE IV IN BUSINESS**

## **PROGRAM OVERVIEW**

The BSB40120 Certificate IV in Business is designed to reflect the roles of individuals working in a variety of Business Services job roles.

The learner will gain practical “work ready skills” using industry current software (including MS Office Suite, XERO, Canva and Wix).

## **COURSE CONTENT**

<b>Core Units</b>	
BSBCRT411	Apply critical thinking to work practices
BSBTEC404	Use digital technologies to collaborate in a work environment
BSBTWK401	Build and maintain business relationships
BSBWHS411	Implement and monitor WHS policies, procedures and programs
BSBWRT411	Write complex documents
BSBXCM401	Apply communication strategies in the workplace
<b>Elective Units</b>	
BSBPEF402	Develop personal work priorities
BSBPEF403	Lead personal development
BSBOPS405	Organise business meetings
BSBFIN301	Process financial transactions
BSBESB302	Develop and present business proposals
BSBCMM411	Make presentations

## **BUSINESS ENGAGEMENT PRESENTATION**

As a final project that will be completed throughout the course, incorporating performance requirements of several units, students will participate in the Business Engagement Presentation. Stakeholders, inclusive of business owners, consultants and politicians will attend as students host an Expo to advertise their created business. Here they will present their business proposal as a group and receive feedback and build some early, valuable business relationships.

## **WHO SHOULD COMPLETE THIS QUALIFICATION?**

Upon completion of your Certificate IV in Business, learners will be able to perform a variety of jobs across the business sector. This qualification provides a direct pathway and transitions into the Diploma of Business or the Bachelor of Business/Commerce.

Get certified today through Austraining WA

## WORK READY LEARNING

Austraining WA is dedicated to providing a high quality education that prepares you for the current workplace environment. This is achieved through Austraining WA's broad range of accredited and non-accredited industry-relevant courses.

## Qualify yourself for the job you deserve...

By choosing Austraining (WA) as your education provider, we are confident that you will be 100% satisfied with our commitment to delivering WORK READY LEARNING. Our courses reflect the expectations and practicalities of today's fast changing business environment. All of our trainers have practical experience in the business & financial services industry and fully align with our company's vision of engaging students directly with their learning outcomes and future career pathways. Not only do we prepare our students with the most up to date skills and knowledge, but we also employ the latest software and use a cloud-based learning platform.

### **Our courses are delivered using;**

Face to face learning, online learning or a combination of both – perfectly suited to the individual. Talk to us now so that we can assist you in planning your learning program and start opening up new ways of seeing your future.



### **Accessible**

We work to ensure that our courses are readily accessible to everyone through both face-to-face and online delivery.



### **Affordable**

Our courses are affordable and of great value to our students. Government subsidies may be available to eligible students.



### **Attainable**

We want to bring the best out of you. Austraining WA provides industry specific applications to help prepare you for the workplace.

## Contact us now:

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## WORK READY LEARNING