



Mount Isa Institute of TAFE

Fact Sheet

BSB40207 – Certificate IV in Business

What career options do I have?

The Certificate IV in Business allows you to move into a wide range of business areas working at the supervisor or lower management level.

What will I learn?

You will develop skills to apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. You may be learning to provide leadership and guidance to others depending on the units taken.

What qualification will I receive?

Certificate IV in Business or a Statement of Attainment for competencies achieved.

Where will I train?

Mount Isa or through remote study.

How long will the training take?

The duration of study will depend on the stream/pathway selected, your method of study and the number of competencies that you undertake at a time.

How will the training take place?

Self-paced remote or evening classes on campus using textbooks and some digital content as appropriate.

What assessment methods will be used?

Assessment methods generally vary according to skills content of competency. May include: short answer responses, observations, demonstrations, projects, discussions, group participation etc.

Is there anything I need to bring?

Paper and pens for notes are required. If working remotely, access to a computer is required. These are available in the TAFE library.

Am I eligible?

Prior to enrolment consider contacting the Client Information Centre to discuss your personal preferences for training outcomes. Your call will assist in matching your preferences to entry and exit points in a qualification. Consideration will be given to your academic and/or work histories. Previous work experience and/or study will be useful and literacy and numeracy levels required are quite high. Students lacking these skills may need to complete a bridging course first.

Is what I already know taken into account?

Yes. Your history of study, skills and experience does matter. Consideration is given to your life and work experiences as well as formal and informal training. This may be applied using the national standard for Mutual Recognition or through Recognition of Prior learning (RPL). Documentary evidence will be requested.

When can I start?/How do I apply?

Contact the Client Information Centre for the latest course commencement dates and enrolment details.

Can I go onto further training?

Successfully complete Certificate IV in Business and you may gain recognition of your studies towards a Diploma of Business.

What else might I find useful?

Financial assistance with fees may be available through concessions, or via 'Time to Pay' payment plan. This and other information such as Student Support, Study and Library Assistance, Student Responsibilities, is found in the Mount Isa Institute of TAFE Student Guide/ Handbook.

As a student, you are able to receive extra help with your study and learning skills from learning support staff. If you feel you need this type of support at any time during your study please do not hesitate to ask, and arrangements can be made.

Where can I find more information?

Contact our friendly Client Information Centre staff on 4744 9999.

What is the program structure?

To gain this qualification, ten (10) units of competency are to be achieved. There are one (1) core unit, and five (5) elective units from the list and four free electives from equivalent studies. One of these units may be from a level below or above the Certificate IV.

Core unit

BSBOHS407A Monitor a safe workplace

Elective Units

BSBADM405B Organise meetings
 Co-ordinate Business Resources
 Coordinate implementation of customer service strategies
 BSBCUS401A Address Customer Needs
 Implement customer service standards
 BSBCUS402A Make a presentation
 Design and develop complex text documents
 BSBCMM401A Develop and Use Complex Spreadsheets - Excel 2007
 BSBITU401A Produce complex desktop published documents
 BSBITU402A Develop Teams and Individuals
 Manage projects
 Provide information from and about records
 BSBITU404A Analyse and present research information
 Write complex documents
 BSBLED401A Administer Projects
 Organise business travel
 BSBPMG510A Promote team effectiveness
 BSBWRK402B Implement continuous improvement
 BSBRES401A
 BSBWRT401A
 BSBADM407B
 BSBADM406B
 BSBWOR402A
 BSBMGT403A

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