

Certificate IV in Business BSB40207

Unit of Competency List

This qualification requires students to complete **10 units of competency**. It allows for **1 specific core unit**, then a further **9 elective units** may be chosen from any of the fields listed below. The elective units must be relevant to the work outcome and local industry requirements.

Students who have already completed any Certificate IV in Business units may apply for Recognition of Prior Learning towards the qualification (More information on appropriate units that may be credited towards this qualification is available upon request). The units of competency that will be offered have been listed below grouped by field.

Core Units (Complete All)

Occupational Health and Safety

BSBOHS407A Monitor a safe workplace

Elective Units (Select 9)

Customer Service

BSBCUS401A Coordinate implementation of customer service strategies

BSBCUS402A Address customer needs

BSBCUS403A Implement customer service standards

Continuity

BSBCON401A Work effectively in a business continuity context

Financial Administration

BSBFIA402A Report on financial activity

General Administration

BSBADM405B Organise meetings

BSBADM409A Coordinate business resources

Innovation

BSBINN301A Promote innovation in a team environment

Intellectual Property

BSBIPR401A Use and respect copyright

BSBIPR402A Protect and use new inventions and innovations

BSBIPR403A Protect and use brands and business identity

BSBIPR404A Protect and use innovative designs

BSBIPR405A Protect and use intangible assets in small business

Interpersonal Communication

BSBCMM401A Make a presentation

Learning and Development

BSBLED401A Develop teams and individuals



Brisbane College of Australia

160 Edward Street Phone: (+617) 3221 0005

PO Box 10704 Adelaide Street Fax: (+617) 3221 0002

Brisbane Qld 4000 Australia Email: study@bc.edu.au

www.bc.edu.au

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Marketing

BSBMKG413A Promote products and services

BSBMKG414A Undertake marketing activities

Project Management

BSBPMG510A Manage projects

Recordkeeping

BSBRKG402B Provide information from and about records

Relationship Management

BSBREL401A Establish networks

Research

BSBRES401A Analyse and present research information

Risk Management

BSBRSK401A Identify risk and apply risk management processes

Sustainability

BSBSUS301A Implement and monitor environmentally sustainable work practices

Writing

BSBWRT401A Write complex documents

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