



BSB40215

# CERTIFICATE IV IN BUSINESS

The Certificate IV in Business is a Nationally Course which provides graduates with skills and knowledge required to perform effectively as a executive officer, program consultant or program coordinator in an organisation.

Graduates of the Certificate IV in Business will have gained knowledge and awareness of business management practices, an understanding of the dynamics and principles underlying effective organisations, as well as the necessary skills to competently function within small or large business units.

## Target Group

This qualification applies to individuals with various job titles including executive officers, program consultants and program coordinators.

## Entry Requirements

- Working in, or aspiring to work in, a supervisory role
- Solid language, literacy and numeracy skills
- Computer literacy
- Access to a computer and internet.

## Pre-requisites

None.

## Cost

Price: \$4,200

Upfront or payment plan options available.

## Methods of Delivery

- Facilitated virtual delivery
- Supported distance delivery
- Recognition of prior leaning (RPL).

## Duration

6-12 months.



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## ABOUT THE PROGRAM

### **BLOCK 1 - MANAGING YOURSELF & OTHERS**

- BSBCUS402 - Address Customer Needs
- BSBWHS401 - Implement and Monitor WHS Policies, Procedures and Programs to Meet Legislative Requirements
- BSBPMG522 - Undertake Project Work

### **BLOCK 2 - WORK HEALTH AND SAFETY, WRITING COMPLEX DOCUMENTS AND USING DIGITAL TECHNOLOGY**

- BSBWHS411 - Implement and Monitor WHS Policies, Procedures and Programs
- BSBWRT411 - Write Complex Documents
- BSBTEC404 - Use Digital Technologies to Collaborate in a Work Environment

### **BLOCK 3 - COMMUNICATION, PLANNING AND CRITICAL THINKING**

- BSBXCM401 - Apply Communication Strategies in the Workplace
- BSBOPS402 - Coordinate Business Operational Plans
- BSBCRT411 - Apply Critical Thinking to Work Practices

### **BLOCK 4 - MANAGING RISK, WORKPLACE RELATIONSHIPS AND DEMONSTRATING EMOTIONAL INTELLIGENCE**

- BSBRSK401 - Identify Risk and Apply Risk Management Processes
- BSBLDR511 - Develop and Use Emotional Intelligence
- BSBLDR402 - Lead Effective Workplace Relationships

## DELIVERY METHODS

### **FACILITATED VIRTUAL DELIVERY**

Here at The Pivot Institute, we are leaders in the field with our own Pivot Online Learning System (POLS). Virtual face-to-face participants will be set up on our leading online learning platform; the Pivot Online Learning System (POLS). This platform provides students with the content, resources and assessment documentation necessary to complete the course. Participants will attend virtual classrooms with industry leading facilitators. Participants can start the course anytime and will be required to book in and attend sessions via Zoom. Printed workbooks, assessment documentation and all resources are provided and posted to students.

### **SUPPORTED DISTANCE DELIVERY**

Supported distance delivery participants will be set up on our leading online learning platform; the Pivot Online Learning System (POLS). This platform provides participants with all learning materials and resources to cover the content in the certificate. Printed workbooks, assessment documentation and all resources are provided and posted to students. Participants receive regular facilitator contact to support them throughout the duration of the course.

### **RECOGNITION OF PRIOR LEARNING**

RPL is an assessment process that enables an applicant to gain recognition of skills and knowledge regardless of how they were achieved. This may include formal or informal learning, work experience, or general life experience. Where RPL is granted you do not have to participate in further training and assessment for skills and knowledge that you already possess.