

Certificate IV in Business

General Description

This qualification reflects the role of individuals who apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others. Typical job roles include Administrator and Project Officer.

Customisation

This qualification is run in-house for your organisation and is fully customised to achieve measurable outcomes for your company. Please discuss your requirements with one of our consultants.

Units of Competency

The course is made up of ten (10) units and can be packaged to specifically meet the work outcomes of the administration officers in your organisation. The following is an example of how this qualification can be packaged. However, there are many units to choose from and this is for illustration purposes only.

Core Unit

BSBOHS407A Monitor a safe workplace

Elective Units

BSBADM405B Organise meetings
BSBCMM401A Make a presentation
BSBCUS401A Coordinate implementation of customer service strategies
BSBEBU401A Review and maintain a website
BSBITU401A Design and develop complex text documents
BSBITU402A Develop and use complex spreadsheets
BSBITU404A Produce complex desktop published documents
BSBLED401A Develop teams and individuals
BSBMKG414A Undertake marketing activities
BSBWRT401A Write complex documents Elective

Learning & Assessment Strategy

Lotus Performance Management will negotiate with your organisation to develop a Learning and Assessment Strategy that expertly meets your training requirements. Each strategy includes the selected units of competency, the agreed assessment methods and your arranged timeframes for delivery and assessment.