

## UNIT SELECTION LIST

### BSB40215 - Certificate IV in Business

This qualification is made up of 10 units. 1 core and 9 electives. Please choose nine (9) units of study, together with your Workplace Supervisor and trainer, and place a tick next to those Units.

UNIT CODE	UNIT	SCH HRS	TICK CHOSEN UNITS
<b>CORE UNIT</b> <i>this is a compulsory unit of study</i>			
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	50	✓
<b>ELECTIVE BUSINESS UNITS</b>			
BSBADM405	Organise Meetings	20	
BSBINN301	Promote innovation in a team environment	40	
BSBLED401	Develop teams and individuals	40	
BSBCUS402	Address customer needs	50	
BSBREL401	Establish networks	35	
BSBMKG413	Promote products and services	40	
BSBRES411	Analyse and present research information	40	
BSBITU401	Design and develop complex text documents	100	
BSBWRT401	Write complex documents	50	
BSBCMM401	Make a presentation	30	
BSBSUS401	Implement and monitor environmentally sustainable work practices	40	
BSBPMG522	Undertake project work	60	
BSBFIA412	Report on financial activity	30	
<b>MAXIMUM OF FOUR</b>			
BSBITU303	Design and produce text documents	90	
CPPCMN3007	Support leadership in the workplace	50	
BSBREL402	Build client relationships and business network	50	
BSBMGT401	Show leadership in the workplace	50	
BSBLDR404	Lead a diverse workforce	50	
BSBHRM404	Review human resource functions	50	