

UNIT LIST

BSB40120 – Certificate IV in Business

This qualification is made up of 12 units, 6 core and 6 electives. Please review these with your workplace supervisor. At the first visit, your trainer will confirm the selection with you, make any changes to the delivery order and finalise the training plan.

CORE & ELECTIVE BUSINES UNIT SELECTION			
UNIT CODE	UNIT TITLE	HRS	CORE OR ELECTIVE
BSBPEF402	Develop personal work priorities	40	GP A Elective
BSBTWK401	Build and maintain business relationships	35	Core
BSBOPS405	Organise business meetings	20	GP C Elective
BSBTEC404	Use digital technologies to collaborate in a work environment	50	Core
BSBXCM401	Apply communication strategies in the workplace	50	Core
BSBWRT411	Write complex documents	50	Core
BSBSTR401	Promote innovation in team environments	40	GP B Elective
BSBHRM413	Support the learning and development of teams and individuals	40	GP B Elective
BSBCRT411	Apply critical thinking to work practices	50	Core
BSBWHS411	Implement and monitor WHS policies, procedures and programs	50	Core
BSBPEF401	Manage personal health and wellbeing	60	GP A Elective
BSBCMM411	Make presentations	30	GP B Elective