

Prerequisites and pathways for the qualification

There are no entry requirements for this qualification, but participants are subjected to a pre-training review to confirm suitability. Possible qualification after successful completion is Diploma in Business or Management.

Requirements to receive the Certificate IV in Business (Operations)

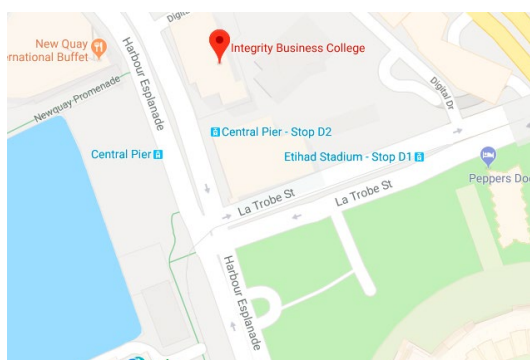
This qualification requires the demonstration of competency in a minimum of 12 units.

Potential Units Covered

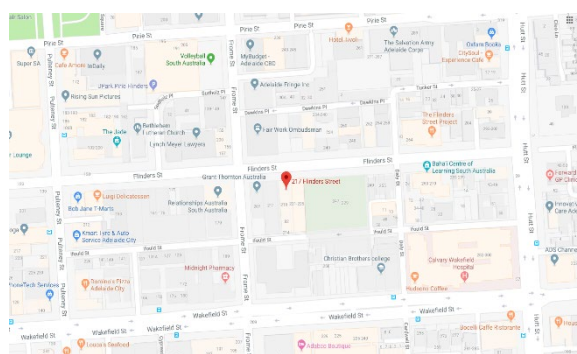
- BSBPEF402 – Develop Personal Work Priorities
- BSBWRT411 – Write Complex Documents
- BSBWHS411 – Implement and monitor WHS policies, procedures and programs
- BSBXCM401 – Apply communication strategies in the workplace
- BSBOPS403 – Apply Business risk management processes
- BSBPEF401 - Manage personal health and wellbeing
- BSBOPS404 – Implement customer service strategies
- BSBTEC404 – Use digital technologies to collaborate in a work environment
- BSBSTR402 – Implement continuous improvement
- BSBTWK401 – Build and maintain business relationships
- BSBHRM415 – Coordinate recruitment and onboarding
- BSBCRT411 – Apply critical thinking to work practices

Locations

Level 4, Suite 401B
198 Harbour Esplanade, Docklands, 3008



217 Flinders Street, Adelaide, 5000



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