

# Certificate IV in Business

## BSB40207

This is a nationally recognised qualification, focusing on a wide range of skills required by senior administration staff in any business. The Local Government Training Institute has developed this program to offer flexibility with ongoing support. To gain this certificate, participants can combine recognition of their current work-related skills and knowledge with structured training and assessment to enhance their capabilities in areas important to their organisation and their career.

It is anticipated that all participants will be working within an organisation where they will be able to practice the skills being developed.

### **Duration**

It will normally take 1 year to complete the learning and assessment for this qualification.

### **Course Delivery and Support**

Participants can undertake this program in the workplace through either a “flexible delivery” or a correspondence program. The program mode will be agreed on before participants commence.

#### ***Option 1: Flexible Delivery***

Participants undertake this qualification in their workplace. They receive appropriate support and assistance from qualified trainers at the Local Government Training Institute, such as coaching in the work environment and/or face-to-face training.

At the start of the program, participants are given learner’s guides, reading materials, work based projects, self-assessment checklists and appropriate assessment tasks.

They are contacted regularly by the Local Government Training Institute staff to offer support and maybe visited in the workplace to monitor their progress and assess their skills. Phone and email support is available at all times.

#### ***Option 2: Training undertaken in the workplace using learning materials provided by LGTI***

With the Correspondence Program, participants receive all of the resources and phone / email support as mentioned for the flexible delivery program. However, all support, assessment and monitoring are at a distance (ie. not face to face).

### **Incentives**

Incentives may be available for eligible staff as a New-Entrant or Existing Worker Traineeship. Further details on available incentives are available from an Apprenticeships Centre in your area, for information and contact details visit <http://www.australianapprenticeships.gov.au>.

## Local Government Training Institute

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PO Box 3137, Thornton NSW 2322 AUSTRALIA  
Telephone: +61 2 49 222 333 Facsimile: +61 2 4966 0655  
Email: [reception@lgti.com.au](mailto:reception@lgti.com.au)

**[www.lgti.com.au](http://www.lgti.com.au)**

## Fees payable to Local Government Training Institute

Please contact the Business Development Team for more details on the fees applicable for this course.

## Units of Competency

Participants must successfully complete 10 Units to obtain this qualification. Participants can tailor their program to suit their individual learning requirements, organisation or industry, as long as the combination of units contributes to improving on their work outcome.

### **Sample Pathway**

#### *Personal Assistant*

Emma works as a Personal Assistant to an Executive Manager in a Council. Her role is varied but includes the traditional duties of: preparing various documents, ensuring the team are up to date with council policies and procedures and overseeing the work of two assistants. Emma would like the opportunity to expand her work tasks but to also get recognition for the skills that she has acquired.

The following elective units may be appropriate for this pathway.

#### **1 Core Unit**

BSBOHS407A Monitor a safe workplace

#### **7 electives included in Certificate IV in Business (examples)**

BSBCUS401A Coordinate implementation of customer service strategies  
BSBFIA402A Report on financial activity  
BSBITU401A Design and develop complex text documents  
BSBITU402A Develop and use complex spreadsheets  
BSBLED401A Develop teams and individuals  
BSBRSK401A Identify risk and apply risk management processes  
BSBWRT401A Write complex documents

#### **2 Specialised electives from Local Govt Training Package at Certificate IV level (examples)**

LGAGOVA410B Monitor council procedures to ensure compliance with relevant legislation  
LGADMIN421A Participate in negotiations

**Participants must complete BSBOHS407A - Monitor a safe workplace, plus choose 9 elective units.**

At least **5 of the elective units** must be selected from the elective units listed for the Certificate IV in Business in the Business Services Training Package BSB07 and up to **4 elective units** may be selected from other currently endorsed units of competency under LGTI's scope of registration. Elective units must be relevant to the work outcome, local industry requirements and the qualification level. **1 unit** may be selected from either a Certificate III or Diploma qualification.

## How to obtain further details and apply for the course

For further details and an enrolment package please contact our Business Development Team on 02 4922 2333 or email [reception@lgti.com.au](mailto:reception@lgti.com.au).

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