

Your Next Steps in Your Career

BSB40120

Certificate IV in Business (Business Operations)
- Customer Service Units

Course Details

Course Code:
BSB40120

Duration: 6-12
months (depending
on experience)

Delivery: Online +
Unlimited Phone
Sessions

**Nationally
Recognised:** Yes

Suitable Roles:

- Young People
- Re-enter the workforce
- career swapping
- admin or HR experience but no formal qualification
- wanting to update skills.



Who is this course for?

If you are interested in developing your career in developing your career in Customer Service e.g. Hospitality, Retail, or Reception. Learn how to Implement customer service strategies, promote products and services, apply business risk management processes and Implement continuous improvement to your workplace.

Where can this course take you?

This business course could be the key to solve your current career frustrations and assist you to advance your career across a wide range of Industries. Once completed you will be equipped with:

- Your Certificate IV of Business qualification,
- letters after your name (Cert IVBus)
- Eligibility for Membership to Professional Associations – eg Australian Institute of Office Professionals
- Move towards a customer service manager role

"All aspects of the training were helpful for developing work skills as it was all relevant to my position at work. It allowed me to gain the qualifications for the work I currently do"

— Tracey Benn

*Accurate as 14/03/2025 For the latest information see our webpage.

Get Your Postnominal Today!
CertIVBus

Risk Free Guarantee
Click Here for details.
(gti.edu.au/riskfree)



CONTACT US



Phone
1800 998 500



Website
globaltraining.edu.au



Email
qualifications@globaltraining.edu.au



Live Chat
gti.edu.au/contact

Here is how to pay the least amount for your **Qualification**

Click to take our FREE FUNDING QUIZ and find out which funding option suits you best.

FUNDING QUIZ

Confused which options may suit you?

Our friendly staff are here to help you out. Give us a call and we will work out the best options for you. Click the button to book a call, or chat to us online.

CONTACT US

Full price of this course is \$5,750.

The remaining gap fee of your course can be paid via:

- Payment Plan
- Tax Deductions Available

Call 1800 998 500 for more information



We look forward to working with you!

Units

There are **12 units** in this qualification.

Your units may differ depending if you have credits, if you are completing another qualification also at the same time or if you have chosen different electives.

BSBPEF402

Develop personal work priorities

BSBCRT411

Apply critical thinking to work practices

BSBTWK401

Build and maintain business relationships

BSBXC401

Apply communication strategies in the workplace

BSBTEC404

Use digital technologies to collaborate in a work environment

BSBPEF401

Manage personal health and wellbeing

BSBWHS411

Implement and monitor WHS policies, procedures and programs

BSBOPS403

Apply business risk management processes

BSBSTR402

Implement continuous improvement

BSBOPS404

Implement customer service strategies

BSBMKG434

Promote products and services

BSBWRT411

Write complex documents

NEXT STEPS

1

Choose Funding

Complete our Funding Quiz OR Call Us on 1800 998 500 to find out what funding you are eligible for.

2

Enrol!

Meet your Trainer and get started on your course.