

# Your Next Steps in Your Career

**BSB40120**

**Certificate IV in Business - Sustainability**

## 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 making your business sustainable. During this course you will be Implementing and monitoring environmentally sustainable work practices, evaluating and reporting on workplace sustainability as well as developing workplace sustainability plans.

## 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

*"The training was most helpful for developing HSEQ skills. I loved the online student area, It was very useful. 'My trainer was very helpful and knowledgeable always available to support me in my course. I hope to have him as my trainer again"*

– Fadi Al Hindawi

\*Accurate as 02/12/2022 For the latest information see our webpage.

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**CertIVBus**

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



## CONTACT US



**Phone**  
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**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:**

- Tax Deductions Available
- Skills Checkpoint Subsidy

**Call 1800 998 500 for more information**



**We look forward to seeing you at **Graduation!****

## 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

### **BSBPEF502**

Develop and use emotional intelligence

### **BSBWHS411**

Implement and monitor WHS policies, procedures and program

### **BSBXCM401**

Apply communication strategies in the workplace

### **BSBTWK401**

Build and maintain business relationships

### **BSBTEC404**

Use digital technologies to collaborate in a work environment

### **BSBWRT411**

Write complex documents

### **BSBSUS411**

Implement and monitor environmentally sustainable work practices

### **BSBSUS412**

Develop and implement workplace sustainability plans

### **BSBSUS413**

Evaluate and report on workplace sustainability

### **BSBSUS511**

Develop workplace policies and procedures for sustainability

## 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 Completion Coach and Trainer and get started on your course.