

## **BSB40607 Certificate IV in Business (Sales)**

This qualification is ideally suited for those in a sales-oriented role (any industry) with no formal qualifications. Upon completion of this qualification the graduate could consider completing a number of related Certificate IV Business qualifications.

Requiring 10 Units for the qualification, of which there is 1 core and 9 elective

The core unit is....

- BSBOHS407A Monitor a safe workplace

Elective units – at least 5 must be chosen from this group

- BSBPRO401A Develop product knowledge
- BSBREL402A Build client relationships and business networks
- BSBSLS402A Identify sales prospects
- BSBSLS403A Present a sales solution
- BSBSLS404A Secure prospect commitment
- BSBSLS405A Support post sale activities
- BSBSLS406A Self-manage sales performance

The remaining units can be chosen from the list below or the remaining units above

- BSBCUS401A Co-ordinate implementation of customer service strategies
- BSBCUS402A Address customer needs
- BSBFIA402A Report on financial activity
- BSBADM405B Organise meetings
- BSBADM406B Organise business travel
- BSBADM409A Co-ordinate business resources
- BSBCMM401A Make a presentation
- BSBITU301A Create and use databases
- BSBITU402A Develop and use complex spreadsheets
- BSBMKG401B Profile the market
- BSBMKG402B Analyse consumer behaviour for specific markets
- BSBMKG408B Conduct market research
- BSBMKG413A Promote products and services
- BSBMKG414A Undertake marketing activities
- BSBREL401A Establish networks
- BSBSLS501A Develop a sales plan
- BSBSLS502A Lead and manage a sales team
- BSBWOR401A Establish effective workplace relationships
- BSBWOR402A Promote team effectiveness