

# BSB40120 Certificate IV in Business

CRICOS COURSE CODE **112247A**

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have supervisory performance accountabilities.

Individuals in these roles carry out a mix of specialist and moderately complex administrative or operational tasks that require self-development skills. They use well-developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems and analyse information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

## Units of Competency

Unit Code	Unit Title	Core / Elective
<b>BSBCRT411</b>	Apply critical thinking to work practices	Core
<b>BSBTEC404</b>	Use digital technologies to collaborate in a work environment	Core
<b>BSBTWK401</b>	Build and maintain business relationships	Core
<b>BSBWHS411</b>	Implement and monitor WHS policies, procedures, and programs	Core
<b>BSBWRT411</b>	Write complex documents	Core
<b>BSBXC401</b>	Apply communication strategies in the workplace	Core
<b>BSBPEF401</b>	Manage personal health and wellbeing	Elective
<b>BSBPEF502</b>	Develop and use emotional intelligence	Elective
<b>BSBCMM411</b>	Make presentations	Elective
<b>BSBCMM412</b>	Lead difficult conversations	Elective
<b>BSBOPS405</b>	Organise business meetings	Elective
<b>BSBST402</b>	Implement continuous improvement	Elective

\* The list of electives is only a sample

## Entry Requirements

- Be at least 18 years of age and have completed Year 12 or equivalent.
- Prospective students may be asked to participate in course entry interview to determine the suitability for the course and student needs.
- English language competence can also be demonstrated through documented evidence of any of the following:
  - i. Educated for 5 years in an English-speaking country; or
  - ii. Successful completion of an English Placement Test
  - iii. General English - Upper Intermediate

\*Note that other English language tests such as PTE and TOEFL etc can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 5.5.

**Course delivery modes:** Face to face | Course conducted in English

**This course is recommended for** for International students who are interested in developing their knowledge and skills in business management.

**Course Duration 52 Weeks**

### Career Opportunities

With relevant working experience graduates

of BSB40120 - Certificate IV in Business course may gain employment in administration job roles including:

- Personal Assistance
- Customer Service Assistance
- Office Administration
- E-business Practitioner
- Sustainability Officers

### Pathways to the qualification:

Graduates will have knowledge and skills for application in a business environment. The course is suitable for students with prior knowledge looking to upskill, and others with limited experience in the field, looking to obtain entry-level employment in an industry. Graduates can consolidate and build

### Pathways to further education and employment opportunities including:

- BSB50120 Diploma of Business
- BSB60120 Advanced Diploma of Business

### Tuition Fee

Course Fee: AUD \$15,000

Non-Tuition Fee: AUD \$500

Estimated Total Course Cost: AUD \$15,500