



Certificate IV in Business

(BSB40120)

This is a general purpose program aimed at more senior clerical and support staff. It does not address team management functions, but develops skills in broad range of administrative tasks.

The units selected are aligned with the new BSB40120 Cert IV Business.

Basic skills in these areas may exist, but the program reinforces the need for better business administrators to be thinking and adapting to changing circumstances all the time, often as the front line in business service areas.

Program Structure

This qualification requires completion of 12 units of competency.

1. BSBCRT411 Apply critical thinking to work practices
2. BSBTEC404 Use digital technologies to collaborate in a work environment
3. BSBTWK401 Build and maintain business relationships
4. BSBWHS411 Implement and monitor WHS policies, procedures and programs
5. BSBWRT411 Write complex documents
6. BSBXCM401 Apply communication strategies in the workplace
7. BSBPEF402 Develop personal work priorities
8. BSBPEF502 Develop and use emotional intelligence
9. BSBINS402 Coordinate workplace information systems
10. BSBOPS405 Organise business meetings
11. BSBPMG430 Undertake project work
12. BSBTEC402 Design and produce complex spreadsheets



Program Snapshot

Duration



- 10 to 12 months
- Learners with specific prior experience seeking refresher training may complete earlier

Delivery Methods



- Training is conducted in the workplace or by virtual classrooms using both face to face instruction and practical demonstrations and coaching in live and simulated environments.

Assessment Methods



- Written/Verbal Questions
- Workplace Practical/Simulation Tasks
- Observation of the learner carrying out work practices

Pre-requisites



- Candidates must be employed in a workplace that provides opportunity to practice and demonstrate skills.
- Employers must be willing to provide adequate time off normal duties to attend class and practice sessions
- LLN will be assessed prior to course commencement.

Resources Provided



- Reference Material
- Learner Activity Workbooks
- Assessment Workbooks
- Industry Forms and Templates

Costs



\$4,500 full fee
State Government funding may be available for eligible individuals. Contact us to see if you're eligible for government funding.

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