

# BSB40120

## Certificate IV in Business



This qualification is suitable for individuals in complex administrative or operational roles who may provide leadership and guidance to others.

### Employment Opportunities

The completion of this qualification is suitable for:

- HR assistant
- Administrative Supervisor
- Operations or Financial Assistant

### How is this course delivered?

Our courses are delivered through a range of flexible arrangements including on-the-job training, online learning and self-directed learning. We also offer Recognition of Prior Learning (RPL).

### Jobs and Skills WA funded training (WA only)

Jobs and Skills WA is a WA Government program focused on providing training for skills areas and to help create new jobs for Western Australians. Australian College of Training is able to access funded training for eligible persons.

To find out if you are eligible contact us now on (08) 9472 6111.

### Why study with Australian College of Training?

- We offer training across 8 different industry areas which allows us to customise training to suit a variety of job roles and employment situations.
- We have flexible training and study options to suit individual learner and employer needs.
- High quality, industry-experienced trainers and support staff are here to support training in all study modes.

#### Duration

12 Months

#### Traineeship

Yes

#### Apprenticeship

No

#### Cost (approx.)

Fee for Service - \$4120

Traineeship – \$2800

*Student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as student services and resource fees*

#### Other Business Qualifications

BSB30719 Certificate III in Work Health & Safety

**Talk to our training specialists today or visit**  
**[auscollege.edu.au](http://auscollege.edu.au)**

ABN 48 106 641 767

This document is current as at 21 September 2022



# Qualification Outline

This qualification covers the skills and knowledge to prepare individuals with a broad range of complex administrative or operational skills or in a specialised area.

To achieve BSB40120 Certificate IV in Business, a total of **twelve (12) units** of competency must be completed, including:

- **Six (6) core unit, plus six (6) elective units**

## Elective Units

- Two (2) elective units must be selected from Group A
- The remaining four (4) units may be selected from Groups A, B, C, D and H

## Specialisations

To achieve a specialisation, the following additional rules must be adhered to:

- **Leadership** Specialisation – Select four (4) elective units from Group B
- **Business Administration** Specialisation – Select four (4) elective units from Group C
- **Business Operations** Specialisation – Select four (4) elective units from Group D

| Core Units                        |  |
|-----------------------------------|--|
| BSBCRT411                         | Apply critical thinking to work practices                        |
| BSBTEC404                         | Use digital technologies to collaborate in a work environment    |
| BSBTWK401                         | Build and maintain business relationships                        |
| BSBWHS411                         | Implement and monitor WHS policies, procedures and programs      |
| BSBWRT411                         | Write complex documents  |
| BSBXCM401                         | Apply communication strategies in the workplace                  |
| Group A – Self-development        |  |
| BSBPEF401                         | Manage personal health and wellbeing                             |
| BSBPEF402                         | Develop personal work priorities                                 |
| BSBPEF502                         | Develop and use emotional intelligence                           |
| Group B – Leadership              |  |
| BSBCMM411                         | Make presentations   |
| BSBCMM412                         | Lead difficult conversations                                     |
| BSBHRM413                         | Support the learning and development of teams and individuals    |
| BSBLDR411                         | Demonstrate leadership in the workplace                          |
| BSBPEF501                         | Manage personal and professional development                     |
| BSBXTW401                         | Lead and facilitate a team                                       |
| Group C – Business Administration |  |
| BSBHRM417                         | Support human resources functions and processes                  |
| BSBINS402                         | Coordinate workplace information systems                         |
| BSBOPS401                         | Coordinate business resources                                    |
| BSBOPS405                         | Organise business meetings                                       |
| BSBPMG430                         | Undertake project work   |
| BSBTEC401                         | Design and produce complex text documents                        |
| BSBTEC402                         | Design and produce complex spreadsheets                          |
| Group D – Business Operations     |  |
| BSBHRM415                         | Coordinate recruitment and onboarding                            |
| BSBINS401                         | Analyse and present research information                         |
| BSBMKG433                         | Undertake marketing activities                                   |
| BSBMKG434                         | Promote products and services                                    |
| BSBOPS403                         | Apply business risk management processes                         |
| BSBOPS404                         | Implement customer services strategies                           |
| BSBSTR402                         | Implement continuous improvement                                 |
| General Electives                 |  |
| BSBSUS411                         | Implement and monitor environmentally sustainable work practices |