BSB40120
Certificate IV in Business

AUSTRALIAN COLLEGE OF TRAINING
ACT NOW FOR YOUR FUTURE
RTO Provider No 51269

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
ABN 48 106 641 767

AUSTRALIAN COLLEGE OF TRAINING
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NATIONALLY RECOGNISED TRAINING

Jobs and Skills WA

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

This document is current as at 21 January 2026