



CERTIFICATE IV IN BUSINESS (LEADERSHIP) (BSB40120)

If you're looking for your next career move within the business services sector, the Certificate IV in Business (Leadership) (BSB40120) is a qualification that can give you the training needed to perform complex administrative and operational duties. Certificate IV in Business will make you a more effective worker and leader for whatever business you work in. We will give you an understanding of business processes, how to use technology to make you or your business more effective, and how to successfully communicate in the workplace.

This course is made up of 12 units of competency. This includes 6 core units to cover all the essentials and 6 elective units picked to give you the most desired skills in the market.

ENTRY REQUIREMENTS

To enrol into this course, the following requirements must be met:

- You must be 18 years of age or older at the time of enrolment and must have sufficient English language skills to complete the course.
- You should possess basic technological literacy and have access to the Microsoft Office suite or an equivalent software package.

COURSE DURATION

Students will have a maximum of twelve (12) months to complete the course.

DELIVERY MODE

Online / Self-Paced Study

By completing these units, you give yourself and your business a leg up on the competition with a solid grounding in the core skills that are required to succeed in business. These skills are also easily transferable so set you up for success now but will also be relevant for whatever path your business or career takes in the future.



02 9635 5530



ask@auscbt.edu.au



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UNITS OF COMPETENCY

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

ELECTIVE UNITS

- BSBPEF502 – Develop and use emotional intelligence
- BSBPEF402 – Develop personal work priorities
- BSBLDR411 – Demonstrate leadership in the workplace
- BSBXTW401 – Lead and facilitate a team
- BSBHRM413 – Support the learning and development of teams and individuals
- BSBSTR401 – Promote innovation in team environments



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CAREER OUTCOMES

Graduates of the Certificate IV in Business (Leadership) (BSB40120) possess a versatile skill set that qualifies them for various leadership roles across industries. Potential career outcomes include:

- Team Leader/Supervisor: Take on roles overseeing teams, guiding operations, and ensuring efficient workflow within organisations.
- Project Coordinator/Manager: Manage projects, coordinate teams, and oversee project execution to achieve strategic objectives.
- Business Development Manager: Drive business growth by identifying opportunities, nurturing client relationships, and implementing strategic plans.
- Operations Supervisor: Lead and optimise operational processes to enhance productivity and streamline business operations.
- Department Manager: Direct and manage departments within organisations, ensuring effective resource allocation and goal attainment.
- Entrepreneur/Small Business Owner: Apply leadership skills to establish and manage small businesses, driving growth and success.
- Customer Service Manager: Oversee customer service operations, implement strategies to enhance customer satisfaction, and lead service teams.
- Team Coach/Mentor: Utilise leadership abilities to mentor and coach individuals or teams to achieve personal and organisational growth.
- Human Resources Officer/Manager: Apply leadership skills in HR roles, overseeing recruitment, training, and development initiatives.

It's important to note that some roles may require additional experience or further education. However, the BSB40120 Certificate IV in Business (Leadership) provides a solid foundation and is a stepping stone towards more advanced roles in business leadership.



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EDUCATION PATHWAYS

After completion of this course, you can progress your studies and build your skills and knowledge through a Diploma of Business (BSB50120).

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Click the button below, add your course to cart, and checkout using one of our payment options.

ENROLMENT FORM

Complete the enrolment form sent in a link to your email.

START STUDYING

Congratulations, you can now start your course. Yes, it is that easy!

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