

CERTIFICATE IV IN BUSINESS (OPERATIONS) (BSB40120)

Gain a competitive edge in the realm of business operations with our specialised Certificate IV in Business (Operations) (BSB40120) program. Aligned with the national standard, this course is meticulously designed to equip individuals with the indispensable skills and insights necessary to excel in operational roles across diverse industries. Delve into the intricacies of modern business operations and master the foundational principles required to drive efficiency, optimise processes, and facilitate organisational success.

In this comprehensive program, participants will explore a spectrum of key operational areas essential for effective business management. Dive deep into operational planning

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

, resource management, and quality assurance methodologies to cultivate a strategic understanding of optimising workflows. Enhance your skills in project management, procurement, and risk management, empowering you to navigate complex operational landscapes with confidence and expertise. Assessment throughout the course is geared toward practical application,



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ensuring a thorough understanding of operational concepts. Upon successful completion, graduates will attain the nationally recognised Certificate IV in Business (Operations) (BSB40120), unlocking a multitude of career pathways in operational management, logistics, supply chain, and beyond.

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
- BSBHRM415 – Coordinate recruitment and onboarding
- BSBINS401 – Analyse and present research information
- BSBOPS402 – Coordinate business operational plans
- BSBOPS403 – Apply business risk management processes

CAREER OUTCOMES

Graduates of the Certificate IV in Business (Operations) (BSB40120) possess specialised skills that open doors to diverse career opportunities in operational management, logistics, and supply chain roles. Potential career paths include:

- Operations Manager: Lead and oversee operational activities, ensuring efficiency, productivity, and adherence to organisational goals.



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- Logistics Coordinator/Manager: Manage logistics operations, including inventory management, transportation, and supply chain optimisation.
- Supply Chain Analyst: Analyse and optimise supply chain processes, identifying areas for improvement and implementing strategies for efficiency.
- Operations Supervisor: Supervise and coordinate operational teams, ensuring smooth workflow and compliance with standards.
- Procurement Officer: Manage procurement processes, negotiate contracts, and source suppliers to optimise costs and quality.
- Quality Assurance Officer: Develop and implement quality control measures to ensure products or services meet industry standards.
- Project Coordinator: Assist in project management by coordinating operational tasks, ensuring timelines, and managing resources effectively.
- Inventory Control Manager: Oversee inventory levels, implement inventory control strategies, and optimise stock management.
- Business Analyst – Operations: Analyse operational data, identify trends, and provide insights for strategic decision-making.
- Operations Consultant: Provide specialised expertise to businesses, advising on operational improvements and efficiencies.

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

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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