

CERTIFICATE IV IN BUSINESS (BSB40120)

If you're looking for your next career move within the business services sector, the BSB40120 - Certificate IV in Business 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 to set you up for success and will also be relevant for whatever path your business or career takes in the future.

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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
- BSBXTW401 – Lead and facilitate a team
- BSBHRM415 – Coordinate recruitment and onboarding
- BSBINS401 – Analyse and present research information
- BSBOPS403 – Apply business risk management processes



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CAREER OUTCOMES

Completing the BSB40120 Certificate IV in Business equips you with a versatile set of skills that can be applicable to various roles and industries. Potential career outcomes could include:

- **Administrative Assistant:** This qualification can prepare you for roles as an administrative assistant or office support staff. You might assist with tasks such as data entry, record keeping, scheduling, and general office management.
- **Team Leader:** With the skills gained, you could step into a team leader role, overseeing a group of employees and coordinating their activities.
- **Office Manager:** The qualification can be a stepping stone to becoming an office manager. Office managers are responsible for overseeing office operations, managing staff, and ensuring efficient workflow.
- **Customer Service Supervisor:** You might pursue roles in customer service supervision, where you oversee a team of customer service representatives and ensure high-quality customer interactions.
- **Small Business Owner:** The skills learned in the certificate program can be valuable if you plan to start and manage your own small business.
- **Project Administrator:** You might work as a project administrator, assisting with project management tasks, documentation, and coordination.
- **Executive Assistant:** With further experience, you might work as an executive assistant, providing high-level administrative support to executives or managers.
- **Business Development Officer:** The skills gained can be useful for business development roles, where you help identify growth opportunities, establish partnerships, and drive business expansion.
- **Operations Coordinator:** Operations coordinators help ensure the smooth functioning of various business operations and processes.

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- Procurement Officer: You could work as a procurement officer, responsible for purchasing goods and services for the organisation.
- Compliance Officer: The qualification can be relevant for compliance roles, where you help ensure the organisation adheres to relevant regulations and policies.

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

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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