



BSB40120 Certificate IV in Business

Many administrators are required to carry out a mix of specialist and moderately complex administrative or operational tasks that require self-development skills. They use well-developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems and analyse information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

Course Overview

- On-the-job training under supervision of employer (Traineeship only)
- Regular engagement with the trainer
- Online learning materials complemented by Monthly workshops
- Coaching and support available
- Delivered over 12 months

Who is the course for?

This course is designed to give participants the office and computer skills needed to work in a professional business environment. Students develop the specialist skills necessary when working in an office environment.

Accreditation

This course is nationally accredited as BSB40120 Certificate IV in Business.



Course Outline

The BSB40120 Certificate IV Business includes training and assessment in the following Units of Competency:

Code	Title	Unit Type
BSBLDR411	Demonstrate leadership in the workplace	Elective
BSBWRT411	Write complex documents	Core
BSBXCM401	Apply communication strategies in the workplace	Core
BSBXTW401	Lead and facilitate a team	Elective
BSBHRM413	Support the learning and development of teams and individuals	Elective
BSBSTR402	Implement continuous improvement	Elective
BSBPEF401	Manage personal health and wellbeing	Elective
BSBPEF402	Develop personal work priorities	Elective
BSBCRT411	Apply critical thinking to work practices	Core
BSBTEC404	Use digital technologies to collaborate in a work environment	Core
BSBTWK401	Build and maintain business relationships	Core
BSBWHS411	Implement and monitor WHS policies, procedures and programs	Core

Application

Skills in business operations enable an individual to work effectively in a Business Services environment. These operational functions support the administration of an organisation to produce the greatest level of effectiveness and efficiency in its core areas of focus.

Fees: please refer to itfe.edu.au

Entry Requirements

iTFE accepts applications from domestic students. Training and assessment are conducted in English and some assessment tasks are completed using a computer and the internet.

Applicants must complete the following to determine suitability:

- Pre-training Review (PTR)
- Literacy and numeracy Quiz and digital capability questions.

Funding is available for eligible students

Assessment

Assessments consist of a combination:

- Short Answer Questions
- Case Studies
- Project
- Skills Observation/Demonstration

iTFE encourages First Nation Peoples and persons with a disability to apply.



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TRAINING

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Contact us for more information

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