BSB40120
Certificate IV in Business
Fee for Service

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have supervisory performance accountabilities.

Individuals in these roles 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 Features

- Flexible Delivery
- Nationally Recognised Qualification
- Industry Experienced Trainers
- Opportunity To Develop Skills

Possible Employment Outcomes

- Office Administrator
- Analyst
- Personal Assistant

Entry Requirements

- Suitable Language and Numeracy Skills
- A Unique Student Identifier
- Acess to a computer or laptop with internet

Course Fees – Full Price

- Non-Concession: $2093
- Concession: $1046
- Payment Plans available: 3 months / 6 months

Course Details

- Duration: One year
- Delivery: Online via Zoom.
- Location: Online, Greenacre, Beenleigh and various various locations in Sydney and Brisbane
- Contact Us to confirm current classes

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Unit Summary
Total number of units = 12
6 core unit
6 elective units

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
BSBPEF401	Manage personal health and wellbeing
BSBPEF402	Develop personal work priorities
BSBOPS405	Organise business meetings
BSBPMG430	Undertake project work
BSBTEC401	Design and produce complex text documents
BSBTEC403	Apply digital solutions to work processes

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Course Information

Credit Transfer or Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is a method of assessing your current skills and knowledge that may have been acquired through formal training and/or via informal learning such as work experience. Credit Transfer (CT) is the recognition of your formal training completed through another registered training organisation (RTO). Contact us if you are applying for Recognition of Prior Learning or Credit Transfer

Additional Course Information

Trainer - This course offering will be delivered by Academy of Training (RTO #91215), in some cases with the assistance of our pre-approved training partners. Your Trainer will be experienced and qualified, both as a Trainer and an industry practitioner. They will be dedicated to providing you with skills and knowledge that will be valued by prospective employers, helping you gain employment.

Training Method - Training is delivered face to face in small groups to ensure you have plenty of interaction with your trainer. There will also be additional reading that you will be required to complete out-of-class.

Resources - You will not be required to purchase or own any additional materials or equipment to complete the Face to Face component of the program - all training and assessment materials are provided. At the student's own cost, you will be required to purchase an AOT work placement uniform.

Support Service - You will have access to your Trainer throughout the program for any educational support. You will also be screened in terms of language, literacy and numeracy (LLN) levels coming into the program and be supported in those areas according to your individual needs. Where we cannot provide sufficient support, you will be referred to a suitable program to develop those skills.

More information - Download the Student Handbook from the AOT website to ensure you are fully informed of all relevant AOT policies, procedures and course information prior to your enrolment.

Contact us - If you have further questions, please contact us on any of the details below.