



BSB40120

# Certificate IV Business

Combined Team Services  
RTO Provider No 50995

## BSB40120 Certificate IV Business

By studying the Certificate IV in Business, you will gain the knowledge and skills to carry out a mix of specialist and moderately complex administrative or operational tasks in a variety of business service roles. Individuals entering this qualification may have accountabilities for supervising the performance of others.

### Course Details and Duration

Delivered via flexible learning with 12 units for completion. 12 months to complete all units (up to 36 months for a part time traineeship). Business (Level 4) available via a training contract. CTS can adjust the training to suit the individual's need and their workplace.

### Typical Learning Objectives

- Developing and applying critical thinking, communication and relationship management skills
- Use digital technologies for collaboration
- Implement safety processes and systems
- Complex document development

### Methods of Delivery

Online learning and assessment options are available. Support days are offered at our training rooms in Davenport. Students will need to be employed in an industry or role that will support evidence collection and workplace skill implementation. Units will need to be supported in the workplace through skill demonstration and practical application. Students should have access to relevant policies, procedures, systems and/or documentation related to the qualification units throughout the term of the qualification. Recognition of Prior Learning (RPL) available. All candidates have the full support of their trainer who will be in regular contact via phone, email, Teams or face to face scheduled appointments in the workplace and at our training rooms.

### Fees – (Fee for Service) 2024

Tuition Fees: \$350 per unit  
Resource Fees: \$5.50 per unit  
Credit Transfer: \$0.00

### Funded Traineeship 2024

Tuition Fees \$918.50  
Resource Fees \$5.50 per unit

**LOWER FEES  
LOCAL SKILLS**

*The student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as student service and resource fees. A full breakdown of fees will be provided prior to commencement.*

## Entry requirements

There are no formal pre-requisites to enrol in this course, however, it is expected that candidates have previously completed a Certificate III in Business within three years prior to enrolment, or have recently spent at least two years in an administrative role.

## It's easy to enrol

We do our very best for all our clients and always try to improve the employability of everyone we deal with. Before you enrol, please read our student handbook and browse our site to find out more about the training and development solutions we offer. We want to make sure you choose the right course for you. Once you have made your decision, or if you need help to decide, email, phone or complete an enquiry form and we will contact you to discuss your study options. If you want to register for one of our courses, you can use our online booking form.

If applying for a credit transfer and your unit is not on this list, contact us to discuss your options.

## Certificate IV in Business

### 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

### Electives

- BSBPEF402 Develop personal work priorities
- BSBPEF502 Develop and use emotional intelligence
- BSBTEC401 Design and produce complex text documents
- BSBSTR401 Promote innovation in team environments
- BSBTWK301 Use inclusive work practices
- BSBXCM301 Engage in workplace communication

### Language, literacy, numeracy and digital skills (LLND)

Students must have sufficient language, literacy, numeracy and digital (LLND) skills to be able to read, write, speak, listen, complete calculations and use digital technology at an appropriate level based on the course requirements.

Where LLND is determined to be less than the standard requirement, students (and where applicable, employers) are notified that the LLND requirements need to be addressed, prior to commencement of training and assessment program.

## We will not enrol you in a Nationally Recognised Qualification without checking first that

- you meet the entry requirements
- you know the cost
- it is a qualification, skill set, unit of competence that is appropriate for you
- you are aware of what resources you will need to successfully participate and you understand the amount of learning required and how you will be assessed

