



**Training for  
Knowledge  
and Livelihood**

RTO Code: 45509 | CRICOS Provider Code: 03770M

# BSB40120 CERTIFICATE IV IN BUSINESS

CRICOS Course Code: 106567B | Duration: 52 Weeks (40 weeks study & 12 Weeks Break)

## Course Overview

This qualification is suited to those working as administrators and project officers. In this role, individuals 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.

## Career Outcomes

Students who completed this course may be able to seek employment in a range of business management roles such as:

- Office Administrator
- Project Officer
- Team Leader and Personal Assistant

## Unit of Competence

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
BSBXC401	Apply communication strategies in the workplace
Elective Units	
BSBPEF402	Develop personal work priorities
BSBPEF403	Lead personal development
BSBTEC401	Design and produce complex text documents
BSBOPS405	Organise business meetings
BSBPMG430	Undertake project work
BSBTEC402	Design and produce complex spread-sheets