

# 110960C– BSB40120 Certificate IV in Business

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## Course Overview

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.

## Quick Facts

**Course name:** Certificate IV in Business

**VET National Code:** BSB40120

**CRICOS Course Code:** 110960C

**Duration:** 52 (including 12 Weeks holiday)

**Tuition Fee:** \$12,000 per year.

## Job Opportunities

- Personal Assistant
- Office Administrator
- Sales Assistant
- Sustainability Officer
- Trade Coordinator
- Assistant Records Manager
- Customer service assistant

## Entry Requirements

**All students must be over 18**

International Students

- Must have completed equivalent to Australian Grade 12, and
- IELTS band 5.5 (with no individual band below 5.0) or equivalent

## Domestic Students

- Must have completed Grade 12, or
- Achieve ACSF Level 4 in a Language, Literacy and Numeracy assessment

## Assessment method

Assessments will be conducted through a combination of questioning, reports, presentations, role-plays and observations.

## Recognition of Prior Learning

We offer everyone the opportunity to apply for Recognition of Prior Learning (RPL) at enrolment. Students may be granted credit or partial credit in recognition of skills and knowledge gained through work experience, life experience and/or prior training.

## Pathways

Upon successful completion of BSB40120 Certificate IV in Business, you may pursue BSB50120 Diploma of Business.

## Study Location

CAC Sydney Campus – Level 1, 7 Hassall Street, Parramatta, NSW 2150

## Course Structure

Total number of units = 12

6 core units plus

6 elective units, of which:

2 elective units must be selected from Group A

for the remaining 4 elective units:

up to 4 units may be selected from Groups A – J

if not listed, up to 2 units may be selected from a Certificate III, Certificate IV or Diploma from this or any other currently endorsed Training Package qualification or accredited course.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

The units delivered by CAC are as follows:

BSBCRT411 Apply critical thinking to work practices (C)

BSBTEC404 Use digital technologies to collaborate in a work environment (C)

BSBTWK401 Build and maintain business relationships (C)

BSBWHS411 Implement and monitor WHS policies, procedures and programs (C)

BSBWRT411 Write complex documents (C)

BSBXCM401 Apply communication strategies in the workplace (C)  
BSBOPS405 Organise business meetings (E)  
BSBTEC401 Design and produce complex text documents (E)  
BSBOPS504 Manage business risk (E)  
BSBLDR523 Lead and manage effective workplace relationships (E)  
BSBPEF402 Develop personal work priorities (E)  
BSBTEC402 Design and produce complex spreadsheets (E)



CAC has relationships with Education Agents to recruit students on our behalf. For a full list of our approved Agents, please refer to the Our Agents page on our website.

## **USI**

All students undertaking nationally recognised training must have a USI in order to receive a qualification.