

110960C– BSB40120 Certificate IV in Business

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

International Students

Completed equivalent to Australian Grade 12, and demonstrated English proficiency level as per below:

- All students must be over 18
- Achieved IELTS band 6 *(with no individual band below 5.5) or equivalent score in acceptable English Language Tests (PTE, TOEFL, or OET) Or Minimum test score IELTS 5 or equivalent with either 20 weeks ELICOS.

- Completion of Certificate IV or higher-level qualification in Australia in the last two years Or
- Achieved satisfactory score in English placement test as conducted by the College (Level 3 or higher in CSPA ACER LLN test will meet the requirements for this purpose)

*You must have completed the English language test within either:

- the 2 years before the date your visa application is lodged.
- the 2 years before a decision is made on your visa application if you did not provide evidence of the English language test at the time your application was lodged.

Please contact the College for further information

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.

Intake Dates : 2024

Term 1

09Jan 05Feb
04Mar 01Apr

Term 2

4 May 01 May
24 June

Term 3

22 Jul 19 Aug
16 Sep

Term 4

14 Oct 11 Nov
09 Dec

USI

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