

# Certificate IV in Business (BSB40120)



## What's it all about?

The Certificate IV in Business is designed to assist you in taking your business administration career to the next level. It recognises that moving from an admin role into a more senior administrative position requires additional skills and knowledge.

This qualification reflects the skills required for those working in, or moving toward, more complex business administration tasks that may also include some leadership responsibilities.

## Who should do this qualification?

This qualification is ideal for those with administration experience who are looking to develop the knowledge and skills to carry out a mix of specialist and moderately complex administrative or operational tasks.

Possible career choices relevant to this qualification include:

- Office Administrator
- Executive Assistant
- Senior Administration Officer
- Senior Clerical Officer

## Program Delivery

The Certificate IV in Business is delivered via a face-to-face class program.

Our rolling intake means that you can begin as soon as you're ready.

## Potential Pathways

Further training pathways from this qualification include the **BSB40120 Certificate IV in Leadership and Management**.



Scan the QR to find out more information

## Why choose Time Education and Training?

Time Education & Training are an award winning training provider that is proud to be a leading provider of quality corporate and nationally accredited training, consultancy and support services. We do this by providing:

- industry expert Facilitators and Assessors
- quality materials and resources
- state of the art training facilities
- supportive learning environments
- the ability to interact with like-minded industry professionals

## What do I need before I start?

There are no entry requirements for this qualification. This qualification is ideally suited to individuals with administrative experience who are looking to expand their skills into more complex areas.

## Recognition of Prior Learning

Recognition of Prior Learning (RPL) is available to all clients. This process formally recognises those skills and/or qualifications that the applicant already holds. It is an evidence collection process that recognises the competency of the applicant against the skill and knowledge requirements as determined by each relevant unit. Our team can support an applicant through understanding and applying for RPL prior to commencement of the qualification should they believe they may be eligible.

## What is the Investment?

Please contact Time Education & Training for the investment and SA Government subsidy details for this qualification.

## How do I enrol?

Contact our Client Relationship Managers by:

- Calling; 08 8351 9888; or
- Emailing; [hello@time.net.au](mailto:hello@time.net.au)

We will be pleased to provide clarification or additional information on request.

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## Units of Competency

This qualification comprises of twelve (12) units — six (6) core units and six (6) elective units).

Code	Unit	Unit Type
Theme: Business Skills		
BSBLDR411	Demonstrate leadership in the workplace	Elective
BSBTWK401	Build and maintain business relationships	Core
BSBCMM412	Lead difficult conversations	Elective
Theme: Personal Development		
BSBPEF401	Manage personal health and wellbeing	Elective
BSBPEF402	Develop personal work priorities	Elective
Theme: Communication		
BSBXCM401	Apply communication strategies in the workplace	Core
BSBWRT411	Write complex documents	Core
BSBTEC404	Use digital technologies to collaborate in a work environment	Core
Theme: Working With Others		
BSBPEF502	Develop and use emotional intelligence	Elective
BSBCRT411	Apply critical thinking to work practices	Core
Theme: Health, Welfare and Safety		
BSBWHS411	Implement and monitor WHS policies, procedures and programs	Core
BSBPEF403	Lead personal development	Elective