

# BSB40120 Certificate IV in Business



## DESCRIPTION

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.

## ELIGIBILITY/ENTRY REQUIREMENTS

Preferred entry requirements for candidates considering BSB40120 Certificate IV in Business include:

- BSB30115 Certificate III in Business or other relevant qualifications and/or
- Relevant vocational experience.

Students are required to undertake a Language, Literacy and Numeracy (LL&N) assessment to establish support requirements for this qualification.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

## DELIVERY DETAILS

Location (s)	Duration	Study mode
Alice Springs, Katherine, Nhulunbuy, Tennant Creek, Darwin Waterfront	This program is scheduled over a period of 12-18 months.  Flexibility is available for learners to extend this period.	Off-campus (external) study with scheduled classroom or online tutorials.

## 2021 FEES

The 2021 indicative fee for this course is \$2,030.00 for students who are eligible and receive an NT Domestic Subsidised place or \$8,700.00 for Domestic Full fee places. Actual fees will vary according to your choice of units.

Please note: A limited number of NT Government subsidy places are available for eligible NT domestic students so contact us now to secure your place for 2021.

Fees are subject to change annually. Indicative government-subsidised and full course fees are shown on this document. For further clarification and information on fees, payment options, instalment plans and refunds contact CDU on 1800 061 963 or refer to <https://www.cdu.edu.au/cdu-vet/student-guide/fees>

## ASSESSMENT

Assessments vary with each unit. You will be provided with an assessment guide.

## RECOGNITION OF PRIOR LEARNING (RPL)

Students can apply for RPL during pre-enrolment or after enrolment. Students are provided with an RPL Self-Assessment before application; followed with an initial interview with an assessor.

## RESOURCES

Learning materials are available through CDU's learning management system, Learnline. Some units require the purchase of a workbook; these workbooks are available from the CDU bookshop at the cost of \$30.00-\$39.00 per unit. Details will be provided upon enrolment. Computer and internet access is required to source information and complete assessments.

## STUDY AND CAREER PATHWAYS

Further training pathways from this qualification include but are not limited to the BSB50120 Diploma of Business. On completion of this qualification credit(s) may be available into Higher Education courses.

Possible occupations relevant to this qualification include:

- administrator
- project officer
- customer service advisor
- e-business practitioner
- legal receptionist
- office administration assistant
- medical receptionist
- customer service advisor
- office administrator
- student services officer

## QUALIFICATION CONTENT

To achieve BSB40120 Certificate IV in Business a total of twelve (12) units of competency must be completed comprising six (6) core and six (6) elective units as detailed in the packaging rules and listed below. The core units are mandatory. The elective units have been selected following consultation with local industry regarding their business needs. The elective units may vary between campuses.

### 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

### ELECTIVE UNITS

BSBPEF402	Develop personal work priorities
BSBPEF502	Develop and use emotional intelligence
BSBOPS405	Organise business meetings
BSBPMG430	Undertake project work
BSBTEC301	Design and produce business documents
BSBTEC302	Design and produce spreadsheets

## WITHDRAWING FROM A QUALIFICATION

You may withdraw from this qualification and receive, where relevant, a Statement of Attainment for all units of competency you have successfully completed.

## SUPPORT SERVICES

The University supplies support for students in many areas, including Accommodation, Careers and Employment, Counselling, Disability Service, Equal Opportunity, Discrimination and Harassment advice, Australian Indigenous Student Support Services, Information Technology Services, International Student Support Services, Library Services, and Learner Support Services.

More information is available at - [www.cdu.edu.au/study/student-life/student-support](http://www.cdu.edu.au/study/student-life/student-support)

## CONTACT DETAILS

T. [student.central@cdu.edu.au](mailto:student.central@cdu.edu.au)  
E. (08) 8946 7766 or 1800 061 963 (free call)  
W. [www.cdu.edu.au/study](http://www.cdu.edu.au/study)

Refer to the **VET Student Guide** [www.cdu.edu.au/cdu-vet/student-guide](http://www.cdu.edu.au/cdu-vet/student-guide) for information regarding the enrolment process, student support services, student rights and responsibilities, previous studies recognition and the A-Z of other information.