

# 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.

This course can be undertaken as a traineeship. Visit [TAFE Apprenticeships and Traineeships](#) for more information.

## ELIGIBILITY/ENTRY REQUIREMENTS

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

A Language, Literacy, Numeracy and Digital Literacy (LLND) evaluation helps identify any areas where you may need additional support to help you achieve your goals.

To gain entry into BSB40120 Certificate IV in Business, it is preferred candidates have:

- BSB30120 Certificate III in Business or other relevant qualifications and/or
- Relevant vocational experience.

## DELIVERY DETAILS

|               |   |
|---------------|---|
| Location(s)   | Online  |
| Duration*     | 18 months part time   |
| Study mode ^^ | Online  |
| Dates ^       | Start date: 2/2/2026<br><br>Students can enrol at any time after the identified start date and will commence at the start of the next available unit. A specific commencement date will be determined in consultation with the delivery team. |
| Attendance ^  | Online collaboration classroom<br>Tuesday and Thursdays<br>5.00 pm – 7.00pm   |

\* Duration may vary depending on how long a student takes to reach the required competency level.

^ A course timetable/study plan will be provided on application for the course.

^^Information relating to study modes can be found in the 2026 TAFE Student Guide

## FEES

| Fee Type                 | 2026 Course Fees        |                           |
|--------------------------|-------------------------|---------------------------|
| NT Government Supported* | Free                    | (Business)                |
|                          | Free                    | (Business Administration) |
|                          | Free                    | (Business Operations)     |
| Full Fee                 | \$5,974.00 - \$7,250.00 | (Business)                |
|                          | \$6,786.00              | (Business Administration) |
|                          | \$6,438.00              | (Business Operations)     |

\*This course is supported by the NT Government for domestic [eligible](#) students who are NT residents. A limited number of NT Government supported places are available, so secure your place now.

Fees shown are indicative and subject to change annually. Actual course fees may vary depending on the units chosen. For International non-student visa-holders; study eligibility needs to be verified before enrolment. Fees may vary depending on the visa type. The course fee rates will vary for commercial contract arrangements.

For further clarification and information on fees, fee exemptions, payment options, instalment plans, and refunds, contact CDU on 1800 061 963 or refer to [TAFE Fees and Payments](#)

## ASSESSMENT

Skills and knowledge assessments are an essential step in progressing through your course. You may be assessed in a number of ways including written assessment, questioning, portfolios, work samples, direct observation, practical assessments and third-party feedback.

Throughout your course you will receive information about assessments including how, when and where assessments will be conducted.

## RECOGNITION OF PRIOR LEARNING (RPL)

RPL is a process that determines whether the skills, knowledge and experience you've gained through your previous study, work or life experience can count towards a vocational training qualification at CDU. For more information, [VET RPL](#).

## CREDIT TRANSFER (CT)

Charles Darwin University as a Registered Training Organisation recognises the Australian Qualifications Framework qualifications and Statement of Attainments issued by any other Australian Registered Training Organisation (RTO).

Students are encouraged to submit any requests for credit from previous studies at the time of enrolment, to ensure they are not enrolling in units they may not need to undertake.

## RESOURCES

Students will have 24/7 access to assessments and learning resources on Learnline, CDU's online learning platform. Before you can start using Learnline, you'll need to make sure that your computer has the correct setup. For more details: <https://www.cdu.edu.au/current-students/services/learnline>

## 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 a Higher Education course.

Possible occupations relevant to this qualification include:

- Administrator
- Assistant Manager
- Customer Service Assistant
- Sales assistant
- Office Administrator
- Personal Assistant
- Project 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.

To achieve **BSB40120 Certificate IV in Business (Administration)**, a total of twelve (12) units of competency must be completed, comprising six (6) core and six (6) elective units. For a **specialisation in Business Administration**, 4 elective units must be selected from Group C.

To achieve **BSB40120 Certificate IV in Business (Operations)**, a total of twelve (12) units of competency must be completed, comprising six (6) core and six (6) elective units. For a **specialisation in Business Operations**, 4 elective units must be selected from Group D.

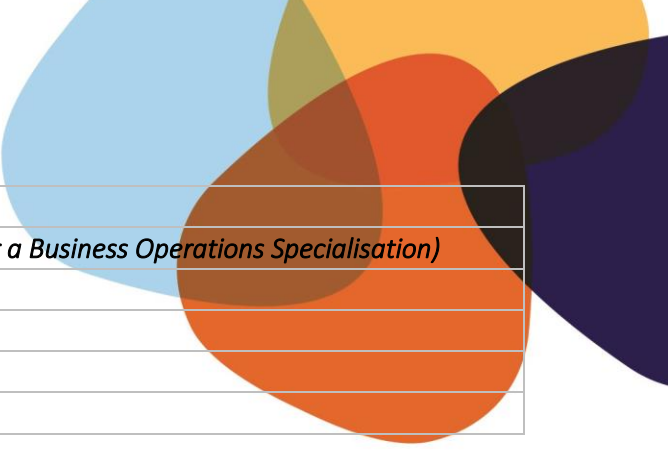
## CORE UNITS

|           |   |
|-----------|---|
| 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

|   |   |
|---|---|
| <b>Group A - Self Development (<i>Must complete 2 from this group</i>)</b>  |   |
| BSBPEF402   | Develop personal work priorities          |
| BSBPEF502   | Develop and use emotional intelligence    |
| <b>Group C - Business Administration (<i>Select all 4 from this group for a Business Administration Specialisation</i>)</b> |   |
| BSBOPS401   | Coordinate business resources             |
| BSBOPS405   | Organise business meetings                |
| BSBTEC401   | Design and produce complex text documents |

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|   |  |
|---|--|
| BSBTEC402   | Design and produce complex spreadsheets  |
| <b>Group D - Business Operations (<i>Select all 4 from this group for a Business Operations Specialisation</i>)</b> |  |
| BSBOPS402   | Coordinate business operational plans    |
| BSBOPS403   | Apply business risk management processes |
| BSBOPS404   | Implement customer service strategies    |
| BSBSTR402   | Implement continuous improvement         |

## 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 provides support for students in many areas, including Accommodation, Careers and Employability, Counselling, Disability Services, Financial Support Services, Student Advocacy, Indigenous Tutorial Support Services, International Student Support Services, Library Services, and VET Learner Support Services.

More information is available at [Student Support - Life, Health and Wellbeing](#)

## CONTACT DETAILS

Business and Workforce Management

E. [vet.business@cdu.edu.au](mailto:vet.business@cdu.edu.au)  
 T. 08 8946 7517 (ECP) 08 8959 5312 (ASP)  
 W. <https://www.cdu.edu.au/tafe>

For further information regarding student life at CDU, please refer to <https://www.cdu.edu.au/study/student-life>.