



## **BSB40120 Certificate IV in Business**

### **OVERVIEW**

The Certificate IV in Business 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.

In this role, individuals 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.

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**Work & Training is Tasmania's largest not- for-profit registered training organisation (RTO).**

**Our primary goal is to be the provider of choice for training services in Tasmania – for employers and individuals alike.**

**We are based in three convenient locations around Tasmania.**

#### **Hobart**

1 Bowen Rd  
PO Box 447  
Moonah TAS 7009

#### **Launceston**

26 Elizabeth St  
PO Box 5500  
Launceston TAS 7250

#### **Devonport**

56 Oldaker St  
Devonport TAS 7310



## Course information

- Training will be delivered by one of our professional trainers who have extensive industry experience.
- The qualification is offered in an on-the-job capacity, involving training and assessing in the workplace.
- Facilitated off-job workshops may be offered to supplement the training process.
- The program is offered over a maximum of 2 years for full-time employees and 3 years maximum for part-time employees.
- The qualification will be delivered under a workplace traineeship arrangement, where funding may be available resulting in an \$800 administration fee.
- On successful completion you will be awarded with the nationally recognised qualification BSB40120 – Certificate IV in Business.
- For information regarding refunds, LLN issues, Recognition of Prior Learning, available support services and other relevant information, please refer to our Student Guide. This can be provided on request.

## Course content

There are 12 units to complete in BSB40120 Certificate IV in Business, 6 core units and 6 elective units.

Students will receive on-the-job guidance and mentoring from their trainers and workplace supervisors with opportunity to put into practice the skills they learn from the units.

Training utilises materials such as learner's guides, relevant websites, video clips and paper based/ electronic resources.

Assessments will be conducted using a variety of assessment tools including observation and knowledge assessments.

You will develop skills including but not limited to the following:

- Apply critical thinking to work practices
- Use digital technologies to collaborate in a work environment
- Build and maintain business relationships
- Implement and monitor WHS policies, procedures and programs
- Write complex documents
- Apply communication strategies in the workplace

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### For more information, contact us

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- [workandtraining.com.au](http://workandtraining.com.au)**