



# AUSTRALIAN ACADEMY

OF BUSINESS & TECHNOLOGY, MELBOURNE AUSTRALIA

RTO ID: 45457 | CRICOS: 03734D

## BSB40120

# CERTIFICATE IV IN BUSINESS

CRICOS Course Code: 107605D

Class Schedule: 40 weeks

Term Break: 12 weeks

Total: 52 weeks



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.

## Academic requirements

Prospective Australian Academy international students are required to demonstrate their capacity to complete the course successfully. International students applying for Certificate IV level either off-shore or on-shore will need satisfactory completion of the equivalent of Australian Year 12 or Certificate III or higher qualification.

## Age requirements

The minimum age for entry to this program is 18+ years at the date of your enrolment.

PROMOTION

# AUD 2000

COVID SCHOLARSHIP

LIMITED TIME ONLY

Valid for May, June & July 2022 intakes

TUITION FEE

~~A\$ 12000~~

A\$ 10000

MATERIAL FEE

A\$ 300

ENROLMENT FEE

A\$ 200

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🌐 www.aabt.edu.au



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Melbourne VIC 3000

# Certificate IV in Business



Tuition Fee

~~A\$ 12,000~~

A\$ 10,000

Covid Scholarship  
AS 2000

## Career opportunities

Graduates may work in the following:

**Administrator**  
**Personal Assistant**  
**Office Administrator**  
**Project Officer**

Australian Academy does not do any misleading claim or job guarantee or advertise any employment outcome with its courses.

## Pathways

After successfully achieving BSB40120 Certificate IV in Business, candidates may undertake BSB50120 Diploma of Business

Participants who exit this course at any time prior to completion will receive a Statement of Attainment for the units of competency they have successfully achieved.

## Assessments

This program is delivered under competency based training which means instead of grading or marks, students are required to demonstrate all the criteria for each unit of competency and student are remarked "Competent" or "Not yet competent". Typical assessment methods will include written questions, case studies, role plays and skills demonstration.

## Course duration

This program is delivered over a total duration of 52 weeks including holidays and term breaks. This total duration consists of 40 weeks of course delivery plus up to 12 weeks holiday / break time depending upon the intake. Twenty hours (20) of classes are scheduled for each week of delivery.

## COURSE STRUCTURE

### Core Units

- BSBCRT411 Apply critical thinking to work practices
- BSBWHS411 Implement and monitor WHS policies, procedures and programs
- BSBTWK401 Build and maintain business relationships
- BSBPEF402 Develop personal work priorities
- BSBCMM411 Make presentations
- BSBHRM413 Support the learning and development of teams and individuals

### Elective Units

- BSBTEC404 Use digital technologies to collaborate in a work environment
- BSBWRT411 Write complex documents
- BSBPEF401 Manage personal health and wellbeing
- BSBXC401 Apply communication strategies in the workplace
- BSBSTR402 Implement continuous improvement
- BSBLDR411 Demonstrate leadership in the workplace

Australian  
Qualifications  
Framework

NATIONALLY RECOGNISED  
TRAINING