



BSB40120 CERTIFICATE IV IN BUSINESS

ABOUT THE COURSE

This qualification is suited to those working as administrators and project officers. 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. They may provide leadership and guidance to others with some limited responsibility for the output of others

COURSE REQUIREMENTS

DOMESTIC STUDENTS

Training and assessments are conducted in English. A pre training intake interview will be conducted and each learner will undertake a Language, Literacy and Numeracy Assessment.

There are no pre-requisite or any other training package entry requirements to enrol in this course.

INTERNATIONAL STUDENTS

English requirements:

- Must have an IELTS score of 6.0 or
- Must have a TOEFL iBT score of 64 or
- Must have a PTE Academic score of 50 or
- Must have a Cambridge English Advanced (CAE) score of 169 or
- Must have an OET score of at least B for each component
- Must be 18 Years or older
- Completed Australian year 12 or equivalent

DURATION

- Domestic: 52 weeks
- International: 52 weeks

Please see over for Units of Study



TRAINING DELIVERY

- Classroom delivery: Face to face training
- Virtual Classroom Delivery: Theory delivery via zoom & Face to Face practicals as required in the qualification

CONTACT US

VICTORIA

113 Burgundy St
Heidelberg, 3084

Phone:
+61 3 9450 0500

Domestic: 13 13 89

NEW SOUTH WALES

21 Argyle Street
Paramatta, 2150

Phone:
+61 2 9260 0400

Domestic: 13 13 89

SOUTH AUSTRALIA

Level 2, 50 Grenfell St
Adelaide, 5000

Phone:
+61 8 8150 9500

Domestic: 13 13 89

WESTERN AUSTRALIA

4/ 78 – 84 Catalano Cct
Canning Vale, 6155

Phone:
+61 8 6350 9400

Domestic: 13 13 89

UNITS OF STUDY

Students will need to complete **12 Units** of Competency, consisting of **6 Core** and **6 Elective** units;
(NB: Elective units will be selected for delivery by ETEA and are subject to change to meet client and industry requirements)

CORE	
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
ELECTIVES	
BSBPEF502	Develop and use emotional intelligence
BSBPEF403	Lead personal development
BSBOPS405	Organise business meetings
BSBOPS401	Coordinate business resources
BSBTEC401	Design and produce complex text documents
BSBTEC402	Design and produce complex spreadsheets

RECOGNITION OF PRIOR LEARNING AND/OR CREDIT TRANSFER

You can apply to recognise your prior learning, work experience and course work towards this qualification. Detailed information is available on the ETEA website www.etea.edu.au

FURTHER INFORMATION

For further information, including student pre-engagement information, entry requirements, course duration, assessment methods, how to enrol, RPL, Credit Transfer, pathways etc. please visit our website at www.etea.edu.au

GOVERNMENT FUNDING

You may be able to access government funding if you meet the eligibility criteria. To check if you are eligible visit www.etea.edu.au



FURTHER INFORMATION
Visit our website or contact your closest office for further information.
www.etea.edu.au

