

Other available courses

CHC30121 - Certificate III in Early Childhood Education & Care

CHC33015 - Certificate III in Individual Support (Superseded)

CHC40221 - Certificate IV in School Based Education Support

CHC43115 - Certificate IV in Disability (Superseded)

TAE40116 - Certificate IV in Training and Assessment (Superseded)

CHC50121- Diploma of Early Childhood Education & Care

Various Short courses

HLTAID009 Provide Cardiopulmonary Resuscitation

HLTAID011 Provide First Aid

HLTAID012 Provide an Emergency First Aid Response in an
Education and Care setting

TOID: 21403

BSB40120 Certificate IV in Business V3.0 February 2023



 **SouthWest
Training Services**
TOID: 21403

BSB40120
CERTIFICATE IV IN BUSINESS
(SPECIALISED IN BUSINESS ADMINISTRATION)

Study online or in class

147-155 Hogan's Road , Hoppers Crossing Vic 3029
Ph: 03 9748 9233/Email: training@swcc.org.au/website:swts.org.au

**This training is delivered with Victorian and Commonwealth
Government funding.**



BSB40120

Certificate IV in Business

(Specialised in Business Administration)

Qualification Overview

This qualification is suited to a range of individuals who use well-developed administrative skills and a broad knowledge base in a wide variety of administrative contexts. They apply solutions to a defined range of unpredictable problems, and analyse information from a variety of sources.

Pre Requisites:

There are no formal pre requisites to this qualification however, students must demonstrate level 4 Language, literacy and numeracy skills.

Career Opportunities:

- Administrative Officer
- Administrative Team Leader
- Assistant Business Analyst
- Assistant Security Analyst
- Business Development Assistant

Duration

Average completion time is 6 months. The full qualification must be completed within 24 months from date of enrolment and regular submission of assessment tasks is required.

Location:

Hoppers Crossing

Fees and Charges:

You could be entitled to Government Funding for this course which makes it affordable for anyone who qualifies.

For both Government Funded and Full fee payment methods, please contact training office on 9748 9233.

How to Apply

Call training office on 9748 9233 to make an appointment to enroll and please ensure you have these following identification documents with you when you are applying for Government Funding:

1. Proof of citizenship/residency
2. Proof of Age

Study Mode

Online - distance learning (flexible learning)

Classroom - Face to face

Virtual classes

Please contact training office on 9748 9233 for further details.

BSB40120

Certificate IV in Business

(Specialised in Business Administration)

Total number of units = 12 6 core units plus 6 elective units.

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

BSBAUD412 Work within compliance frameworks

BSBHRM417 Support Human resources functions and processes

BSBTEC401 Design and produce complex text documents

BSBTEC402 Design and produce complex spreadsheets

