

BSB40120 Certificate IV in Business

Flexible | Online | Funded for Eligible NSW Participants

Key Facts

Course Code: BSB40120

Qualification Level: Certificate IV

Delivery Mode: 100% online (self-paced with trainer support)

Duration: 6 to 12 months

Cost: \$1,200 per person

Minimum Age: 15 years

Location: Available Australia-wide

Start Anytime: Flexible enrolments open year-round

Language: English

Demo Login: Available for facilitators upon request

Group Bookings: Welcome (discounts available)

Course Overview

The BSB40120 Certificate IV in Business is designed for individuals looking to advance their career in business or step into supervisory, administrative, or office coordination roles. This nationally recognised qualification builds a strong foundation in business operations, communication, problem-solving, and team leadership.

What You'll Learn

- Coordinate business operational tasks and priorities
- Apply critical thinking to workplace challenges
- Communicate professionally with internal and external stakeholders
- Implement sustainable and safe work practices
- Lead effective teams and work collaboratively
- Use digital technologies to support business outcomes

Units of Competency

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

BSBPEF401 Manage personal health and wellbeing

BSBTEC401 Design and produce complex text documents

BSBTEC402 Design and produce complex spreadsheets

BSBTEC403 Apply digital solutions to work processes

BSBPEF402 Develop personal work priorities

BSBOPS405 Organise business meetings

BSBXCM401 Apply communication strategies in the workplace

Pathways After This Course

Graduates may continue into:

- BSB50120 Diploma of Business or Leadership and Management
- Office management, team leader, or administrative coordinator roles
- Advanced business administration or supervisory employment

Career Pathways

- Team Leader or Office Supervisor (Business & Administration)
- IT Technician (Information Technology)
- Marketing Coordinator (Marketing & Communications)
- Work Health and Safety (WHS) Officer (WHS & Compliance)
- Project Coordinator (Project Management)

Support & Access

- Delivered via Moodle with 24/7 access
- Includes video tutorials, case studies and interactive assessments
- Trainer support available by Zoom, phone, and email
- Group enrolments welcome for job providers and corporate clients

Want to Preview the Course?

Facilitators and coordinators can request a free demo login to explore the course content before enrolling a group.

How to Enrol

Phone: (02) 9791 0015 or 0452 033 637

Email: info@bankstowneducation.com.au

Web: www.bankstowneducation.com.au

Enrol Now Link: <https://forms.office.com/r/wFyaPT4rBb>

RTO Code: 40651 | Provider: Bankstown Education and Skills Training Centre
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