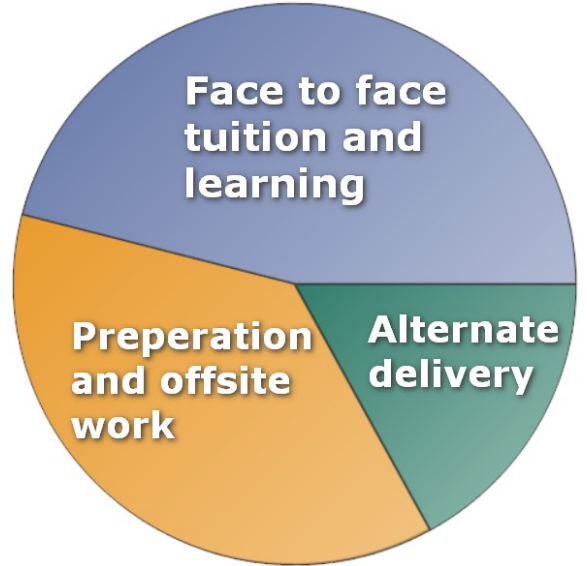


# BSB40120 CERTIFICATE IV IN BUSINESS

RTO CODE: 50354

## What is the Certificate IV in Business?

This qualification reflects the role of people in a variety of Business Services job roles. These people may have supervisory responsibilities. People 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 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 work of others.



**Pre Requisites:** Nil  
**Pathways:** Diploma in Business



**General Notes:** All students must supply their Unique Student Identifier (USI). Students are asked to bring their own device to ensure security of their work and log into the Learning Management System. Classes are also scheduled during holiday periods to provide support and assistance if required

**For more information contact: [succeed@fec.org.au](mailto:succeed@fec.org.au)**

# **BSB40120**

## **CERTIFICATE IV**

### **IN BUSINESS**

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**RTO CODE: 50354**

### **CORE UNITS**

BSBWHS411 Implement and monitor WHS policies, procedures and programs

BSBTEC404 Use digital technologies to collaborate in a work environment

BSBWRT411 Write complex documents

BSBTWK401 Build and maintain business relationships

BSBXCM401 Apply communication strategies in the workplace

BSBCRT411 Apply critical thinking to work practices

### **ELECTIVE UNITS**

BSBPEF401 Manage personal health and wellbeing

BSBPEF402 Develop personal work priorities

BSBCMM411 Make presentations

BSBOPS405 Organise business meetings

BSBXTW301 Work in a team

CHCDIV001 Work with diverse people

**The hours for this course are made up of the following**

**Face to face lecturing and tuition – 240 hrs**

**Prep and offsite assignment work – 192 hrs**

**Alternate delivery – 90 hrs**

**Total hours – 522 hrs**