

BSB40120 Certificate IV in Business

DESCRIPTION

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.

ELIGIBILITY/ENTRY REQUIREMENTS

Students may be required to undertake a Language, Literacy and Numeracy (LL&N) assessment to establish support requirements for this qualification.

To ensure you have the right skills and support to succeed in your course, a Language, Literacy and Numeracy (LL&N) evaluation helps identify any areas where you may need additional support to help you achieve your goals.

To gain entry into BSB40120 Certificate IV in Business, it is preferred candidates have:

- BSB30120 Certificate III in Business or other relevant qualifications and/or
- Relevant vocational experience.

DELIVERY DETAILS

Location(s)	Duration*	Study mode
Alice Springs Danala – Education Community Precinct Online	18 months part-time	Online

* Duration will vary depending on how long a student takes to reach the required competency level.

Students will have access to learning resources on LearnLine, CDU 24/7 online learning system.

FEES

Fee Type	2025 Course Fees
NT Government Supported*	Free (Limited places available)^
Full Fee	\$5,896.75 - \$7,156.25 (Business)
	\$6,698.25 (Business Administration)
	\$6,354.75 (Business Operations)

^^Tuition fees will apply once the free places have been filled.

(Business \$1,905.50 - \$2,312.50; Business (Administration) \$2,164.50; Business (Operations) \$2,053.50)

*This course is supported by the NT Government for domestic eligible students who are NT residents. A limited number of NT Government supported places are available, so secure your place now.

Fees shown are indicative and subject to change annually. Actual course fees may vary depending on the units chosen. International non-student visa-holders; study eligibility needs to be verified before enrolment. Fees may vary depending on the visa type. The course fee rates will vary for commercial contract arrangements.

For further clarification and information on fees, fee exemptions, payment options, instalment plans, and refunds, contact CDU on 1800 061 963 or refer to [TAFE Fees and Payments](#)

ASSESSMENT

Assessments vary with each unit. You will be provided with an assessment guide.

RECOGNITION OF PRIOR LEARNING (RPL)

RPL is a process that determines whether the skills, knowledge and experience you've gained through your previous study, work or life experience can count towards a vocational training qualification at CDU. For more information, [VET RPL](#).

RESOURCES

Learning material and assessments are available for students through Learnline which will require students to have access to a computer and the Internet.

STUDY AND CAREER PATHWAYS

Further training pathways from this qualification include but are not limited to the BSB50120 Diploma of Business. On completion of this qualification, credit(s) may be available into a Higher Education course.

Possible occupations relevant to this qualification include:

- Administrator
- Assistant Manager
- Customer Service Assistant
- Office Administrator
- Personal Assistant

QUALIFICATION CONTENT

To achieve a **BSB40120 Certificate IV in Business**, a total of twelve (12) units of competency must be completed, comprising six (6) core and six (6) elective units as detailed in the packaging rules and listed below.

To achieve a **BSB40120 Certificate IV in Business (Administration)**, a total of twelve (12) units of competency must be completed, comprising six (6) core and six (6) elective units. For a **specialisation in Business Administration**, 4 elective units must be selected from Group C

To achieve a **BSB40120 Certificate IV in Business (Operations)**, a total of twelve (12) units of competency must be completed, comprising six (6) core and six (6) elective units. For a **specialisation in Business Operations**, 4 elective units must be selected from Group D.

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
BSBXC401	Apply communication strategies in the workplace

ELECTIVE UNITS

Group A - Self Development (<i>Must complete 2 from this group</i>)	
BSBPEF402	Develop personal work priorities
BSBPEF502	Develop and use emotional intelligence
Group C - Business Administration (<i>Select all 4 from this group for a Business Administration Specialisation</i>)	
BSBOPS401	Coordinate business resources
BSBOPS405	Organise business meetings
BSBTEC401	Design and produce complex text documents
BSBTEC402	Design and produce complex spreadsheets
Group D - Business Operations (<i>Select all 4 from this group for a Business Operations Specialisation</i>)	
BSBOPS402	Coordinate business operational plans
BSBOPS403	Apply business risk management processes
BSBOPS404	Implement customer service strategies
BSBSTR402	Implement continuous improvement

WITHDRAWING FROM A QUALIFICATION

You may withdraw from this qualification and receive, where relevant, a Statement of Attainment for all units of competency you have successfully completed.

SUPPORT SERVICES

The University supplies support for students in many areas, including Accommodation, Careers and Employability, Counselling, Disability Services, Student Advocacy, Indigenous Tutorial Support Services, International Student Support Services, Library Services, and VET Learner Support Services.

More information is available at [Student Support](#).

CONTACT DETAILS

Business and Workforce Management

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T. 08 8946 7517 (DWN) 08 8959 5312 (ASP)
W. <https://www.cdu.edu.au/study/essentials>

For further information regarding student life at CDU, please refer to <https://www.cdu.edu.au/study/student-life>.

