



**BUSINESS**



**BSB40120**

**Certificate IV in Business**

## Overview


Work & Training is Tasmania's largest not-for-profit registered training organisation (RTO).

Our primary goal is to be the provider of choice for training services in Tasmania – for employers and individuals alike.

We are based in three convenient locations around Tasmania.



*For more information and to assess suitability for the course contact us:*

 1300 309 675

 [workandtraining.com.au](http://workandtraining.com.au)

 [trainingcourses@workandtraining.com.au](mailto:trainingcourses@workandtraining.com.au)

**work  
& TRAINING**

Provider no: 1126

Hobart  
1 Bowen Rd  
PO Box 447  
Moonah TAS 7009

Launceston  
26 Elizabeth St  
PO Box 5500  
Launceston TAS 7250

Devonport  
56 Oldaker St  
Devonport TAS 7310

Proudly part of  
**intowork**  
Australia

## Course Information

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>◇ Training will be delivered by one of our professional trainers who have extensive industry experience.</li> </ul>        | <ul style="list-style-type: none"> <li>◇ The program is offered over a maximum of 2 years for Full Time employees and 3 years maximum for Part Time employees.</li> </ul>                                  |
| <ul style="list-style-type: none"> <li>◇ The qualification is offered in an on-the-job capacity, involving training and assessing in the workplace.</li> </ul>    | <ul style="list-style-type: none"> <li>◇ The qualification will be delivered under a workplace traineeship arrangement, where funding may be available resulting in a \$600 administration fee.</li> </ul> |
| <ul style="list-style-type: none"> <li>◇ Facilitated off-job workshops at Work &amp; Training premises are offered to supplement the training process.</li> </ul> | <ul style="list-style-type: none"> <li>◇ On Successful completion you will be awarded with the nationally recognised qualification BSB40120 – Certificate IV in Business.</li> </ul>                       |
- ◇ For information regarding refunds, LLN issues, Recognition of Prior Learning, available support services and other relevant information, please refer to our Student Guide Handbook. This can be provided on request.

## Course Content

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>◇ The Certificate IV in Business 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.</li> </ul> | <ul style="list-style-type: none"> <li>◇ Training utilises materials such as learner's guides, relevant websites, video clips and paper based/ electronic resources.</li> </ul> |
| <ul style="list-style-type: none"> <li>◇ You will develop skills including but not limited to the following:           <ul style="list-style-type: none"> <li>✓ Apply critical thinking to work practices</li> <li>✓ Use digital technologies to collaborate in a work environment</li> <li>✓ Build and maintain business relationships</li> <li>✓ Implement and monitor WHS policies, procedures and programs</li> <li>✓ Write complex documents</li> <li>✓ Apply communication strategies in the workplace</li> </ul> </li> </ul>  | <ul style="list-style-type: none"> <li>◇ Assessments will be conducted using a variety of Assessment tools including Observation and Knowledge assessments.</li> </ul>          |