

# BSB40120 Certificate IV in Business



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RTO No 40467

Course Brochure

## Career Opportunities

- Coordinator
- Administrator
- Project officer
- Team Leader
- Manager

## Modes of Delivery

- Face to face in the workplace
- Correspondence in a self-paced model (using text-based resources in a self-paced model and supported by our dedicated trainers)
- Online (supported by our dedicated trainers).
- Recognition of Prior Learning (for people who have evidence to support their current competence in the relevant units of competency which comprise the qualification).



## BSB40120 Certificate IV in Business

### Course Overview

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.

### Key Outcomes

- Using advanced-level critical thinking skills in a workplace context. This includes using methods of analysis, synthesis and evaluation.
- Understanding of the fundamentals of using digital technologies to collaborate in a workplace context, including working as part of a remote team. It involves undertaking a basic review of organisational processes to identify opportunities for using digital technologies to complete work tasks more efficiently and effectively.
- Establishing, developing and maintaining effective work relationships and networks through relationship building and negotiation skills required by workers. These workers may be within an organisation as well as freelance or contract workers.
- Implement and monitor an organisation's work health and safety (WHS) policies, procedures and programs in the relevant work area in order to meet legislative requirements.
- Plan, draft and finalise complex documents.
- Facilitating and apply communication strategies in the workplace within any industry.
- Identify signs and sources of strain on personal health and wellbeing (both physical and mental) within job roles and according to key performance indicators (KPIs).
- Plan and prioritise own work tasks including monitoring and obtaining feedback on personal work performance.
- Using spreadsheet software to complete business tasks and produce complex documents.
- Undertake a minor project or a section of a larger project. It covers developing a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learned for application to future projects.
- Determine and analyse existing and required resources, their effective application and the accountability for their use.
- Organise meetings including making arrangements, liaising with participants, and developing and distributing meeting related documentation.



For detailed information on your course, fees and charges, relevant student policies and procedures and to view the student handbook, please visit our website at [www.dynamiclearningservices.com.au](http://www.dynamiclearningservices.com.au) or contact Dynamic Learning Services on 02 4365 0040.



There are 12 units in the BSB40120 Certificate IV in Leadership and Management. These are divided into 6 core unit and 6 electives units. The units in the Dynamic Learning Services program are listed below:

#### **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**

- BSBPEF401 Manage personal health and wellbeing
- BSBPEF402 Develop personal work priorities
- BSBTEC402 Design and produce complex spreadsheet
- BSBPMG430 Undertake project work
- BSBOPS401 Coordinate business resources
- BSBOPS405 Organise business meetings

#### **Assessment**

The assessment in this qualification involves a variety of workbook activities, practical tasks and project work. Participants will be supported by their trainer throughout their journey.

#### **Entry Requirements**

There are no pre-requisite entry requirements for this course of study. Students must undergo a Language, Literacy & Numeracy evaluation prior to commencement of studies.

#### **Volume of Learning**

Learners should expect a duration between 6 months to 2 years to meet the requirements of BSB40120 Certificate IV in Business which is consistent with the AQF volume of learning indicators for a Certificate IV qualification.

Decisions about the duration of this qualification take into account the candidates' likelihood of successfully achieving the learning outcomes and ensure that the integrity of the qualification's outcomes are maintained.

#### **Pathways**

Qualifications that may be considered after successful completion include:

- BSB50120 Diploma of Business
- BSB50420 Diploma of Leadership and Management