



One size, doesn't fit all for workplace training & adult education.



BSB40120 Certificate IV In Business



Dynamic Learning Services Pty Ltd
RTO No. 40467



+61 2 4365 0040
admin@dynamiclearningservices.com.au
4/172-176 The Entrance Road, Erina NSW 2250
dynamiclearningservices.com.au

BSB40120 Certificate IV in Business

BSB40120 Certificate IV In Business

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.

BSB40120 Certificate IV in Business

CAREER OPPORTUNITIES

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

QUALIFICATION PATHWAYS

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

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)
- Recognition of Prior Learning (for people who have evidence to support their current competence in the relevant units of competency which comprise the qualification).
- Blended (using a combination of the modes described).

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.

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.

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.

Course Fees

Your course fee includes the delivery and assessment of your qualification, your study materials (including all resources) and on-going support from our training team.

Further 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 or contact Dynamic Learning Services 02 4365 0040.



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.

BSB40120 Certificate IV in Business

BSB40120 Certificate IV in Business

Core Units

BSBCRT411	Apply critical thinking to work practices	Core
BSBTEC404	Use digital technologies to collaborate in a work environment	Core
BSBTWK401	Build and maintain business relationships	Core
BSBWHS411	Implement and monitor WHS policies, procedures and programs	Core
BSBWRT411	Write complex documents	Core
BSBXCM401	Apply communication strategies in the workplace	Core

Elective Units

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

Why study with Dynamic Learning Services?

It's not just a nationally accredited qualification you will receive, it's a mindset for success and support to see you through to your qualification.

Here at Dynamic Learning Services, we are committed to excellence. High quality course content that is up to date with industry and business needs today, along with flexibility in how you study with us.

We value that there is strength in diversity. 'One size doesn't fit all'.

Dynamic Learning Services Pty Ltd
RTO No. 40467



+61 2 4365 0040
admin@dynamiclearningservices.com.au
4/172-176 The Entrance Road, Erina NSW 2250
dynamiclearningservices.com.au