



## Business

BSB40120

Certificate IV in Business

All information correct as of July 2025

### ABOUT THE COURSE

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.

### JOB ROLES

The following job roles are defined for this course:

- › Personal Assistant
- › Office Administrator
- › Sustainability Manager
- › Sales Assistant

### PATHWAYS FROM THIS QUALIFICATION

This course will also offer study pathways into other VET qualifications at Certificate IV and higher.

### COURSE REQUIREMENTS

There are no entry requirements for this course.

### COURSE LOCATION, DURATION AND MODE OF STUDY

**Locations:** Batchelor Campus, Communities

**Duration:** 12 months

**Mode:** Workshop (on campus and in community). Workplace

**Workshops:** This course includes approx. 9 x 2 week Workshops.

### COURSE FEES

Students who are Northern Territory (NT) residents and wish to enrol in a course that is subsidised by the Northern Territory and/ or Commonwealth Government will also be charged fees.

The fees will be charged at: \$2.20 per nominal hour for enrolment.

Students are eligible to apply for a fee exemption in accordance with Fee Exemption rules for the relevant year. More information regarding course fees and paying course fees can be found on the Batchelor Institute website <https://www.batchelor.edu.au/students/fees/>

Freecall 1800 677 095  
Email [enquiries@batchelor.edu.au](mailto:enquiries@batchelor.edu.au)  
RTO provider 0383

[batchelor.edu.au](http://batchelor.edu.au)



**Batchelor  
Institute**

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## MATERIALS AND EQUIPMENT

The learner must provide the following materials and equipment:

- Basic stationery—paper, pencil, pen

## COURSE REQUIREMENTS

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

The core units are mandatory. The elective units have been selected following consultation with local industry requirements. The elective units may vary between delivery locations.

This qualification can provide for specialisations. To achieve a specialisation, additional packaging rules must be adhered to.

- For specialisation in **Leadership**, Leadership electives must be selected,
- For specialisation in **Business Administration**, Administration electives must be selected.

Core Units (6 required)

Unit Code	Unit Title	Nominal Hours
BSBCRT411	Apply critical thinking to work practices	50
BSBTEC404	Use digital technologies to collaborate in a work environment	50
BSBTWK401	Build and maintain business relationships	35
BSBWHS411	Implement and monitor WHS policies, procedures and programs	50
BSBWRT411	Write complex documents	50
BSBXCM401	Apply communication strategies in the workplace	50

Elective Units (6 required)

Unit Code	Unit Title	Nominal Hours
BSBOPS401	Coordinate business resources	30
BSBPEF402	Develop personal work priorities	40
BSBPEF403	Lead personal development	40
BSBTEC401	Design and produce complex text documents	100
BSBTEC402	Design and produce complex spreadsheets	50
BSBTEC403	Apply digital solutions to work processes	50

## General information

### BACHELOR INSTITUTE ENTRY REQUIREMENTS

#### Literacy and Numeracy

When you enrol in a course at Batchelor Institute, you should be able to speak, read and write in English at the level required for the course you are undertaking. If you need help to improve your literacy and numeracy skills, there are specific courses and other assistance available.

#### Minimum age for students

Students must meet the minimum age requirement to be able to enrol with Batchelor Institute. The minimum age will depend on several factors.

Where:

- ▶ Training is delivered in a regional or remote community, and the student no longer engages and/or participates in secondary schooling, the student must be 15 years or older at the time training commences
- ▶ Training is delivered on the Batchelor Campus or Desert People Centre Campus, and where the student attends training during the day, but are not accommodated overnight, the student must be 17 years or older at the time training commences; or
- ▶ Training is delivered in any location, and the student requires to be travelled by Batchelor Institute to a training delivery location, the student must be 18 years or older at the time training commences.

#### ABSTUDY

You will need to apply to ABSTUDY once you have enrolled at Batchelor Institute so your travel can be arranged (if travel is applicable). To do this you will need to obtain a VET Enrolment and Fees Invoice from the Institute and then take it to your nearest Centrelink Office, to complete an ABSTUDY application.

#### STUDENT TRAVEL

The Away from Base (AFB) Mixed-Mode program supports Indigenous students who are studying an approved mixed-mode course by distance education to access compulsory course elements in another location away from their permanent home for short periods of time.

A 'mixed-mode' AFB course is a nationally accredited course that is delivered through a combination of distance education and face-to-face residential teaching. AFB contributes towards the costs of travel, meals and accommodation.

If you have to attend a workshop away from your home, are in receipt of ABSTUDY and are enrolled in an ABSTUDY approved course, your travel, accommodation and meals will be organised by Batchelor Institute.

#### RECOGNISING YOUR KNOWLEDGE

Batchelor Institute recognises the importance of skills and knowledge that you may already have. You may have gained these through other work or study you have done or through life experience.

Recognition of Prior Learning (RPL) is a process that tries to match these skills and knowledge to the outcomes of your course to assess whether you have achieved the required learning outcomes. If you think you are eligible for RPL, contact us for more information.

Batchelor Institute also recognises qualifications and statements of attainments gained from any other Australian Registered Training Organisation, where nationally accredited training has been undertaken. This form of recognition may include Credit Transfers.

### EDUCATIONAL AND STUDENT SUPPORT

Students who have been identified as needing additional support services, beyond those already in place, will have the required support outlined in their individual training plan, and the necessary services will be arranged accordingly.

#### Student Support

Freecall: 1800 677 095 | Email: [student.support@batchelor.edu.au](mailto:student.support@batchelor.edu.au)

#### TIMETABLES

Timetables for students attending workshops at the Batchelor or Desert Peoples Centre Campuses can be found here: <https://www.batchelor.edu.au/students/timetables/>

#### OTHER COURSES

Batchelor Institute offers many VET courses across a range of different disciplines. You can study courses relating to community services, construction, health, business, education, resource and infrastructure and creative arts. To get more information about Batchelor Institute and the courses we offer, go to: <https://www.batchelor.edu.au/students/courses/vet-courses/>

#### FOR MORE INFORMATION

Please visit: <https://training.gov.au/Training/Details/BSB40120>