



# **BSB40120** **CERTIFICATE IV** in Business

**Face to Face  
Training**

**Free Job Readiness  
Program**

**Free First Aid  
Certificate**

# ASMI

RTO No: 32217 | CRICOS Provider No: 03442E

"Training The Future"



**Register Now**

**1300 400 269** 

Level 8 269 Wickham Street,  
Fortitude Valley , QLD - 4006

# BSB40120 - Certificate IV in Business

(CRICOS Course Code:106481H)

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.

## EMPLOYMENT PATHWAYS

Personal Assistant, Office Administrator, Sustainability Manager, Sales Assistant, Sustainability Officer, Trade Coordinator, Exporter, Importer, Assistant Records Manager, Analyst, Administrator

## EDUCATIONAL OUTCOMES

After successful completion of this qualification, students may have the opportunity to progress into Diploma of Business or a higher level qualification

## MATERIALS REQUIRED

All students are required to have access to a computer and the Microsoft Office suite with the ability to access and utilise databases

## COURSE CREDIT

Credit may be assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications.

## ENTRY REQUIREMENTS

Students must be over 18 years of age. Student visa applicants are required to provide the results of an English language test. Australian Skills Management Institute (ASMI) will accept test results from the following specified English language tests for student visa purposes taken in any country:

- The TOEFL Paper-Based Test (TOEFL iBT)
- International English Language Testing system (IELTS Test)
- Pearson Test of English (PTE) Academic
- Cambridge English: Advanced (CAE) test (also known as Certificate in Advanced English).

Students are required to reach a minimum level of English: IELTS 6.0 or TOEFL iBT 64 or PTE 50 or CAE 169. For further advice or assistance, please contact the International Student Manager.

Entry to this qualification is limited to those who:

- Have completed a Bachelor Degree in related fields of study.
- Have completed a Diploma or Advance Diploma qualification in related fields of study and 2 years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise.
- Have three years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise.

## DELIVERY MODELS

Classroom Based - offered in Brisbane and Sydney, classroom and workplace based (combination of training and assessment delivery methods, including written assessment, portfolio of evidence. 30 weeks full time.

RPL - offered in Australia, external based (combination of assessment of written evidence, practical observation and competency conversations), duration and fees will be determined by quality of evidence submitted and amount of gap training required. For more information on the RPL process please visit our website [asmitraining.edu.au](http://asmitraining.edu.au).

## FEE AND FUNDING ARRANGEMENTS

**Option 1** (28 weeks stand alone): Administration Fee: \$100.00, Resource Fees: \$200.00, Tuition Fees: \$4,000.00

**Option 2** (88 weeks Certificate III in Business + Certificate IV in Business + Diploma of Business package) Administration Fee: \$100.00, Resource Fees: \$600.00, Tuition Fees: \$12,000.00

## CONTACT US

Phone: 1300 400 269

Email: [admin@asmitraining.edu.au](mailto:admin@asmitraining.edu.au)

Website: [asmitraining.edu.au](http://asmitraining.edu.au)

# ASMI

AUSTRALIAN SKILLS  
MANAGEMENT INSTITUTE



## 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
BSBXCM401	Apply communication strategies in the workplace

## Elective Units

BSBPEF402	Develop personal work priorities
BSBPEF502	Develop and use emotional intelligence
BSBXDB501	Support staff members with disability in the workplace
BSBAUD412	Work within compliance frameworks
BSBHRM417	Support human resources functions and processes
BSBPMG430	Undertake project work



## Intake Dates 2024

22 JAN	23 MAR	15 APR	13 MAY	03 JUN
08 JUL	12 AUG	08 OCT	04 NOV	

For more information

Speak to our international recruitment team

Peter Wang : +61 0411 565 253 / [peterIBDM@asmitraining.edu.au](mailto:peterIBDM@asmitraining.edu.au)