



ALPHA COLLEGE OF AUSTRALIA

BSB40120 Certificate IV in Business

CRICOS Course Code 107958A



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.

Quick Facts



Course Duration

Total of 52 weeks
Study: 40 weeks | Break: 12 weeks



Study Load

Full-time
20 hours per week/4 terms



Delivery Mode

Face-to-face

Course Structure

The following units are included in this course and all are required for the award of the qualification. Students who only complete some units will be awarded with a Statement of Attainment for units successfully completed. There are 12 units of competency in total as listed below:

Unit Code	Unit Name	Core	Elective
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	•	
BSBPEF402	Develop personal work priorities		•
BSBPEF502	Develop and use emotional intelligence		•
BSBPMG430	Undertake Project Work		•
BSBMKG433	Undertake marketing activities		•
BSBESB401	Research and develop business plans		•
BSBOPS405	Organise business meetings		•

Assessment Methods

Assessments will be conducted in a variety of formats which can include written knowledge assessments, project and presentations, assessor observations and practical tasks

Credit Transfer

Alpha College of Australia recognises qualifications and Statements of Attainment issued under the Australian Qualifications Framework by Registered Training Organisations.

Job Outcomes

- Personal Assistant
- Sustainability Manager
- Sales Assistant
- Trade Coordinator
- Office Administrator
- Exporter, Importer
- Assistant Records Manager
- Analyst
- Customer service assistant
- Administrator

Entry Requirements

- Be at least 18 years of age.
- Have completed study of Year 12 or equivalent.
- Proof of English language proficiency: IELTS 6.0 or equivalent

Study Pathways

Students may undertake a range of qualifications within BSB training Packages for example BSB50120 Diploma of Business or other training packages.

