BSB40120 CERTIFICATE IV IN

BUSINESS

(RELEASE 1)

NATIONALLY RECOGNISED TRAINING

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.

DELIVERY

Online through our custom learning management system. Students will be actively supported and mentored through your studies and can access our training hub for further support.

DURATION

Flexible study options with enrolments being valid for up to 12 months.

EMPLOYMENT

Career Pathways within this industry include:
- Executive Assistant
- Office Manager
- Project Administrator
- Virtual Assistant
- Service Officer

UNITS OF COMPETENCY

Our program is structured with the following units of competency:

SEMESTER ONE

BSBCRT411 Apply critical thinking to work practices
BSBTWK401 Build and maintain business relationships
BSBWHS411 Implement and monitor WHS policies, procedures and programs
BSBXCM401 Apply communication strategies in the workplace
BSBWRT411 Write complex documents

SEMESTER TWO

BSBPMG430 Undertake project work
BSBLDR411 Demonstrate leadership in the workplace
BSBPEF502 Develop and use emotional intelligence
BSBPEF401 Manage personal health and wellbeing
BSBOPS401 Coordinate business resources
BSBOPS405 Organise business meetings
BSBTEC404 Use digital technologies to collaborate in a work environment

ENTRY REQUIREMENTS

It is a government requirement that all students completing this course have a unique student identifier (USI). To commence this course students should register for a USI via www.usi.gov.au

Students will also require:

- Access to a computer, tablet or smartphone
- Personal email address
- Access to reliable internet connection
- Basic digital literacy skills
- Meet language, literacy and numeracy requirements
- PDF reader (for example Adobe Acrobat)
- Access to the MS Office suite (or equivalent)
- Motivation and capability to study course material and complete assessment activities

GETTING STARTED

Give us a call on 1300 471 660, email us on admin@keyinstitute.com.au or visit our website keyinstitute.com.au today.