

# BSB40120

## Certificate IV in Business

**Fee-free Traineeship**

*(This training is fully subsidised by the NSW Government)*

**Qualification:** Certificate IV (NRT)

**Training Package:** BSB - Business Services Training Package

**Course Description:** 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

### Eligibility for NSW Government Fee Free Traineeships

To be eligible for a traineeship in BSB40120 Certificate IV in Business, you must meet the following criteria:



- \* Minimum 15 years old
- \* Live and work in NSW
- \* Be an Australian citizen, New Zealand citizen or permanent Australian resident
- \* Must be employed in this vocation and meet the relevant entry requirements
- \* All Aboriginal students and students with a disability will be eligible for fee-free training

General rule: You may be eligible to be approved as a new entrant trainee if you have been employed by your traineeship employer:

- \* for less than 3 months as a full-time, full-time equivalent part-time/casual, or a combination of these
- \* for less than 12 months as a part-time or part-time equivalent casual employee
- \* for less than 12 months in a combination of part-time, casual and full-time (or equivalent) employment

*Note: Traineeship eligibility and conditions may vary per employer and traineeship.*



### Delivery Options:

Flexible delivery/workplace training—supported by Zoom workshops

### Recommended Duration and Volume of Learning:

The volume of learning for the BSB40120 Certificate IV in Business as a Learning and Assessment pathway is typically twelve months to two years. This may vary according to prior skills and knowledge.

### Core Units (all must be completed)

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 (must be completed)

BSBPEF402	Develop personal work priorities
BSBPEF502	Develop and use emotional intelligence
BSBPMG430	Undertake project work
BSBTEC401	Design and produce complex text documents
BSBTEC403	Apply digital solutions to work processes
BSBXCS402	Promote workplace cyber security awareness and best practices

**Articulation:** On completion of this course you would be able to consider higher qualifications such as: Diploma of Business, Diploma of Leadership and Management.

Further information on Recognition of Prior Learning (RPL), assessment information and appeals, reasonable adjustment and reporting of results can be found in the [Academy Student Handbook](#) and by visiting the Academy website: [www.ittacademy.net.au](http://www.ittacademy.net.au)

**Licensing/Regulatory Information:** No licensing, legislative or certification requirements apply to this qualification at the time of publication.

**Contact:** [info@ittacademy.net.au](mailto:info@ittacademy.net.au) or Ph: 02 6658 3999

