ITTA
INTERNATIONAL TEACHER TRAINING ACADEMY AUSTRALIA

BSB40120
Certificate IV in Business

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 some limited responsibility for the output of others.

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

Delivery Options and Costs

* Group workshops supported by individual mentoring: $3,960
* Flexible delivery with workplace training and individual mentoring and support: $3,960
* Full course RPL assessment with individual mentored support: $3,960
* Gap training per unit: $330
* RPL assessment per unit: $330

(payment plan available on application for enrolment)

NATIONALLY RECOGNISED TRAINING

www.ittacademy.net.au

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Delivery Options:

Distance/Workplace delivery 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
BSBPEF401 Manage personal health and wellbeing
BSBXCS402 Promote workplace cyber security awareness and best practices

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

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

Contact: info@ittacademy.net.au or **Ph:** 02 6658 3999

Developing World Class Teachers and Leaders