



CERTIFICATE IV IN BUSINESS



National Qualification Code: BSB40120
Course Duration: 24 months or
18 months if you hold the BSB30120
Target students: New Entrant Trainees
Delivery Mode: Workplace anywhere in NSW

Your Role

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. You 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. You may provide leadership and guidance to others with some limited responsibility for the output of others.

Entry Requirements

- English proficiency level: You must pass the Language, Literacy, and Numeracy (LLN) Test.
- Academic: Successfully completed Year 12 of a 12-year school system. Year 11 students with high academic achievement may also be considered.

Credit Transfer & Recognition of Prior Learning

Credit Transfer (CT) and Recognition of Prior Learning (RPL) are available for students who have studied business or management courses or have work experience in a business environment. If RPL and/or CT is granted, your study period will be shortened.

Course Outcomes

Occupational titles suited to this qualification include:

- Office Administrator
- Personal Assistant
- Project Administrator
- Accounts Supervisor

Course Structure

Our course has been designed to meet the requirements for the BSB40120 Certificate IV in Business. It contains 12 units of competency as follows:

- Six core units and
- Six elective units.

Unit code	Unit title
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 & programs
BSBWRT411	Write complex documents
BSBXCM401	Apply communication strategies in the workplace
BSBCRT412	Articulate, present and debate ideas
BSBHRM415	Coordinate recruitment and onboarding
BSBPMG430	Undertake project work
BSBPEF402	Develop personal priorities
BSBPEF501	Manage personal and professional development
BSBPEF502	Develop and use emotional intelligence

* Elective units of competency may be changed during the training program without prior notice.

**Fully subsidised course
under the NSW Government-funded
Smart & Skilled Program**

Fee-free for enrolments made before 30 June 2025
Contact: 02 9791 6020 or info@upc.edu.au

Delivery Mode and Assessment Method

We offer a combined distance and workplace delivery mode for this course, with a training period ranging from 24 months (or 18 months if you hold the BSB30120) until all relevant units are successfully completed. For part-time employees, the training period will be extended to double the standard duration. However, the course may be completed earlier with increased effort and commitment.

When developing your training plan, we will take into account the terms specified in your training contract as well as the relevant Vocational Training Order (VTO).

For the theoretical component of the course, our trainer will conduct online sessions via MS Teams, guiding you through a structured self-study program. You will then complete the knowledge assessments through our eLearning system. For the practical component, you will gain hands-on experience at your workplace with support from your supervisor and submit the skills assessments through the same eLearning platform.

Course Completion

Upon successful completion of all 12 units of competency, you will be awarded the BSB40120 Certificate IV of Business. This qualification includes two documents: the Testamur and the Record of Results. If you do not complete all 12 required units, you will receive a Statement of Attainment listing the units of competency you have successfully completed.

Pathways

The BSB40120 qualification is classified as Level 4 under the Australian Qualifications Framework (AQF). Upon completion, you have a wide range of options for further study, including progressing to a diploma, particularly within the business training package of the Australian training system.



Contact Details

University Preparation College

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SMART AND SKILLED

NSW Government
Subsidised Training Now Available

Smart and Skilled Program (SSP) is a reform of the NSW Vocational Education and Training (VET) System. It's helping you get the skills you need to find a job or advance your careers.

Training under Smart & Skilled Program is subsidised by the NSW Government. Subsidised tuition fees are the same whether you study at NSW TAFE or a government-selected college such as UPC College since your qualification is nationally recognised.

SSP Traineeship Enrolment Conditions

You must satisfy the following conditions:

- living or working in NSW and
- an Australian or NZ citizen, an Australian permanent resident, a humanitarian visa holder or an asylum seeker ([25 temporary visa types](#) are now eligible – Conditions apply) and
- starting employment within the first 3 months (full time) or 12 months (part time).

Available courses under S&S Program

UPC has six (6) subsidised courses under the Smart and Skilled Entitlement Traineeship Program:

- CHC30121 Certificate III in Early Childhood Education and Care.
- CHC50121 Diploma of Early Childhood Education and Care.
- CHC43015 Certificate IV in Ageing Support.
- CHC43121 Certificate IV in Disability Support.
- **BSB40120 Certificate IV in Business.**
- BSB50420 Diploma of Leadership and Management.

Enrolment Procedure

- Contact UPC for a pre-enrolment assessment.
- A consultant from an Apprentice Connect Australia Provider will visit you at your workplace to assess your eligibility and help you to sign a Training Contract with your employer.
- A training plan will be worked out based on your commitment to the course.
- Commence the training with a UPC trainer.

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