LET TRAINING

START LEARNING

Kickstart your career with a nationally recognised course

BSB40120
Certificate IV in Business (Administration)

Course Information

BSB40120 Certificate IV in Business (Administration)

This course is nationally accredited by the Australian Government under the Australian Qualifications Framework (AQF).

Why Study with LET Training?

NATIONALLY RECOGNISED
TRAINING

RTO No. 41179

Contact LET Training

Email: enquire@lettraining.com.au

Phone: 02 9633 3929

Affordable
Competitive Course Price

Adaptable
Study Anywhere at Any Time

Approachable
Unlimited Trainer Support

Acheivable
Fast Assessment Response

Course Overview

BSB40120
Certificate IV in Business (Administration)

Delivery mode:
Online (Self-paced)

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.

Units of Study

This qualification is nationally recognised under the Australian Qualifications Framework (AQF).

To be awarded this qualification, you are required to complete **12 units of competency**. LET Training offers the following units:

Certificate IV in Business (Administration)

Core units (6):

- 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 (6):

- BSBPEF402 Develop personal work priorities
- BSBPEF502 Develop and use emotional intelligence
- BSBHRM417 Support human resources functions and processes
- BSBINS402 Coordinate workplace information systems
- BSBOPS405 Organise business meetings
- BSBTEC401 Design and produce complex text documents

To find out more about the individual course units, check out the **Appendix – Course Unit Information** at the end of this document. If you wish to change any elective unit/s, please speak to one of our friendly course advisors.

Entry and Study Requirements

You can enrol and start at any time!

We are committed to seeing you through your course. To ensure you have the best chance of successfully completing your course, the following entry and study requirements apply.

- Select an area of specialisation to meet your training needs; and

- Current Year 12: Successful completion of Australian Year 12 or equivalent or the Australian Senior VCAL Certificate; or Non-Year 12: Completion of post-secondary studies; and

- Have at least 6 months' work experience; and

- Have access to a fully-functional computer loaded with a web browser, web camera and appropriate

software applications to read PDF files and produce documents (using Microsoft Suite); and

- Have reliable internet access; and

- Have a valid email account and a telephone with a valid telephone number for learning and assessment communication, support session; and

- Participating in interactive assessment activities and interviews.

Skills needed for studying:

- **Language and literacy skills** at a level that enables you to read, interpret, communicate and apply a range of information and data, to write reports and other business documents for a variety of audiences, and to present and address issues.

- **Numeracy skills** at a level that enables you to plan and manage time, resources and budgets, to read and understand workplace figures, statistics and measurements, and to solve routine workplace and operational problems.

- **Technology skills** to conduct online research using a web browser and to use a variety of software applications to send e-mails with attachments, participate in web based communications, read PDF files, produce documents, analyse information and data.

- **Research skills** to be able to research information and data from a variety of sources.

- **Attention to details** to successfully complete all assessment tasks to the required published standard.

Speak to LET Training Course Advisor if you:

- Need more information regarding the learning outcomes of the specilised areas

- Unsure if this is the right courses for career development or furture job opportunities.

Contact us at:

Ph: 02 9633 3929   Email: enquire@lettraining.com.au

LET TRAINING

How to Study with LET Training?

Online & Self-paced

- You can study at any time, any place, with maximum flexibility.

Enrol at any time and start straight after enrolment!

- From the date of enrolment registration, **you have up to 12 months to complete this qualification**, but you may complete it in less time.

- We find our students complete this qualification with varying timeframes. It just depends on your life situation and time availability.

Payment Plans

- Weekly, Fortnightly, Monthly or pay the full course upfront, simply tick one that suits you the best.

No minimum or structured timeframe but effective time management!

- You can complete the course as quickly as you choose.

- We find students that are genuinely motivated to progress through the course, can complete the full course in less than 12 months.

- On average it may take you 40-50 hours to complete a unit of competency. However this will be influenced by your experience, time availability and work rate.

Assessments

Upon enrolment, you will be provided with detailed assessment task specifications and activities specific to the relevant unit of competency (via the Learning Management System). For example, you may be required to:

- Complete projects and/or portfolios of evidence;
- Answer a series of knowledge-based short answer questions;
- Participate in interviews and/or interactive activities in a simulated business environment.

You will be required to submit your evidence for evaluation to the assessor, who will continue to maintain contact with you during the assessment decision-making process. You will also be provided with opportunities to adjust and resubmit your assessments based on the assessor's feedback.

Learning Support

You are well supported throughout your course, so you won't feel alone!

LET Training strives in many ways to support you in your learning. This includes:

Providing resources and services accessible to our online and recorded webinars and support resources published on LET Training website Learning Support page; and

Unlimited opportunities to discuss your course work on a one-on-one basis with a specialist trainer between **Monday to Friday, 9am to 5pm (NSW Business Days and Time)** via:

- Telephone
- Email
- Webbased applications (e.g. Skype, Zoom, Microsoft Teams).

Career Opportunities

Successful completion of Certificate IV in Business can qualify you for a range of roles and positions, including:

- Team Leader/Supervisor
- Office administrator
- Receptionist
- Frontline manager
- Records management officer
- Assistant to senior manager
- Customer support officer

Recognition of Prior Learning (RPL)

For those currently working in an administrative and office management position, with over 5 years working experience, ask our friendly course consultants about Recognition of Prior Learning (RPL) eligibility. One of our expert trainers will develop a tailored training plan for you based on your existing role and experience.

Study Pathways

Will previous study and experience count?

LET Training recognises Recognition of Prior Learning (RPL) which considers the knowledge and skills you have already gained through your previous education and work history, attributing this to your enrolled qualification course. This may be through formal or informal training and can result in credits towards your qualification. More information can be found in the LET Training Student Handbook.

Future education pathways

After successfully completing Certificate IV in Business (Administration), you may like to enrol in LET Training's Diploma of Leadership and Management or Diploma of business for further potential career opportunities.

Enrol with LET Training

LET Training offers a range of Business, Leadership and Management, Human Resources, WHS and administration qualification courses.

For further information or to enrol, contact us via:

www.lettraining.com.au

(02) 9633 3929

enquire@lettraining.com.au

Appendix – Course Unit Information

BSB40120 Certificate IV in Business (Administration)

Unit of competency	Applications
Core units	
BSBCRT411 Apply critical thinking to work practices	This unit describes the skills and knowledge required to use advanced-level critical thinking skills in a workplace context. This includes using methods of analysis, synthesis and evaluation. The unit applies to individuals who evaluate existing or proposed work practices. These individuals are typically responsible for reviewing or developing work processes, products or services that may be proposed or already existing.
BSBTEC404 Use digital technologies to collaborate in a work environment	This unit describes the skills and knowledge required to understand the fundamentals of using digital technologies to collaborate in a workplace context, including working as part of a remote team. It involves undertaking a basic review of organisational processes to identify opportunities for using digital technologies to complete work tasks more efficiently and effectively. The unit applies to those who use problem-solving skills and take responsibility for adopting and promoting approaches to improve organisational operations, particularly relating to the use of digital technologies.
BSBTWK401 Build and maintain business relationships	This unit describes the skills and knowledge required to establish, develop and maintain effective work relationships and networks through relationship building and negotiation skills required by workers. These workers may be within an organisation as well as freelance or contract workers. The unit applies to individuals with a broad knowledge of networking and negotiation who contribute to creating solutions to unpredictable problems. They may have responsibility for and provide guidance to others.
BSBWRT411 Write complex documents	This unit describes the skills and knowledge required to plan, draft and finalise complex documents. The unit applies to individuals who work in a range of business environments and are skilled in the creation of documents that are more complex than basic correspondence, memos and/or forms and that require review and analysis of a range of information sources.
BSBWHS411 Implement and monitor WHS policies, procedures and programs	This unit describes the skills and knowledge required to implement and monitor an organisation's work health and safety (WHS) policies, procedures and programs in the relevant work area in order to meet legislative requirements. The unit applies to those with supervisory responsibilities in a work area who have a broad knowledge of WHS policies and contribute well-developed skills in creating solutions to problems through analysis and evaluation of information from a variety of sources. They provide supervision and guidance to others and have limited responsibility for the output of others.
BSBXCM401 Apply communication strategies in the workplace	This unit describes the skills and knowledge required to facilitate and apply communication strategies in the workplace within any industry. This unit has a specific focus on the communication skills required for supervisor level workers with responsibility for other workers.

Unit of competency	Applications
Self-development	
BSBPEF402 Develop personal work priorities	This unit describes the skills and knowledge required to plan and prioritise own work tasks. It also addresses the skills and knowledge to monitor and obtain feedback on personal work performance. The unit applies to individuals who are required to design their own work schedules and work plans and to establish priorities for their work. They will typically hold some responsibilities for the work of others and have some autonomy in relation to their own role.
BSBPEF502 Develop and use emotional intelligence	This unit describes the skills and knowledge required to develop and use emotional intelligence to increase self-awareness, self-management, social awareness and relationship management in the workplace. The unit applies to individuals who are required to identify, analyse, synthesise and act on information from a range of sources and who deal with unpredictable problems as part of their job role. These individuals may be responsible for leading a team or work area.
Business Administration	
BSBHRM417 Support human resources functions and processes	This unit describes the skills and knowledge required to support work across a range of human resource functional areas. The unit applies to individuals who require a broad understanding of human resource functions, associated policy frameworks and the administrative requirements to support these functions and policies.
BSBINS402 Coordinate workplace information systems	This unit describes the skills and knowledge required to implement and review workplace information systems. It involves identification, collection, initial analysis and use of information. The applies to individuals whose work will normally be carried out within methods and procedures which require planning and evaluation, leadership and guidance of others, and some discretion and judgement.
BSBOPS405 Organise business meetings	This unit describes the skills and knowledge required to organise meetings including making arrangements, liaising with participants, and developing and distributing meeting related documentation. The unit applies to those employed in a range of work environments who are required to organise a variety of business meetings. They may provide administrative support within an enterprise or have responsibility for these tasks in the context of a particular team, workgroup or project.
BSBTEC401 Design and produce complex text documents	This unit describes the skills and knowledge required to design and develop business documents using complex technical features of word processing software. The unit applies to those who work in a range of business environments and have skills which may be applied in the provision of administrative support within an enterprise, or by technical experts responsible for producing their own word- processed documents.