

CERTIFICATE IV IN BUSINESS

PROGRAM OVERVIEW

This qualification reflects the role of individuals who apply a broad range of business skills in different work settings, often with some level of responsibility.

Students use industry software, including the Microsoft Office suite, to complete more complex administrative and operational tasks. They develop the ability to organise their work, solve problems, and communicate effectively in a business environment. The course also supports the development of initiative and the ability to contribute to team outcomes.

COURSE CONTENT

Core Units	
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	
BSBPEF402	Develop personal work priorities
BSBPEF403	Lead personal development
BSBOPS405	Organise business meetings
FNSFLT411	Determine financial requirements of small businesses
BSBESB302	Develop and present business proposals
BSBCMM411	Make presentations

WHO SHOULD COMPLETE THIS QUALIFICATION?

This qualification is suited to individuals who have some existing knowledge or experience in a business environment and are ready to further develop their skills. It is appropriate for those seeking to take on more responsibility in administrative or operational roles, including tasks that require initiative, problem-solving, and effective communication.

The course also supports students looking to progress into more specialised roles or continue their studies in business or related fields.