

CERTIFICATE IV IN BUSINESS



PROGRAM OVERVIEW

Certificate IV in Business is a nationally recognised qualification that prepares you for roles with more responsibility, the kind that involve leading work, managing your own priorities, and being trusted to use your judgement on the job.

This is where you move past doing the work to leading it. You'll learn to write with impact, present ideas, run meetings, and get a real handle on how a business actually runs. It's the credential that takes you out of entry-level work and into roles where your judgement matters.

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?

Cert IV suits people ready to take on more at work. Whether you've already done a Cert III, you've got time in an admin or office role behind you, or you just want to step into something with more responsibility, this is the qualification that backs it up. It's a strong fit for anyone aiming for a senior admin position, a team leader role, or the kind of work that comes with real ownership.

It also opens doors into more specialised areas of business, with skills and credentials that carry across most industries.