

**BSB40120  
CERTIFICATE IV*****in Business***

This qualification will equip you with the essential skills to complete a wide range of administrative and operational tasks within an organisation.

Learn to articulate and present your ideas, write complex documents, build and maintain business relationships, implement safety procedures, and coordinate operational plans.

Your valuable skillset will be transferable across many industries and roles, with the ability to think critically and apply solutions to a range of unpredictable problems.

Not sure what area you want to specialise in yet? This is the perfect foundation for diploma courses in business, leadership and management and project management.

***Learning Outcomes***

Through this course, you will gain fundamental skills and knowledge to:


- Articulate and present ideas
- Build successful business relationships
- Implement policies and procedures
- Prepare documents and presentations
- Apply communication strategies

***Career Opportunities***

Upon graduation, your newly acquired skillset means you could develop your career as a/an:

- Personal Assistant
- Office Administrator
- Sales Assistant





# Why choose ELC Career College?

As one of Australia's most established colleges, we know how to cater for all your needs.

- Over 35 years' experience teaching and supporting students, so you can feel confident you will be in good hands
- Ideal city centre location
- Large college premises with modern learning facilities and comfortable break out areas for eating, relaxing, socialising as well as quiet study
- Trainers highly experienced both in their area of expertise and teaching
- Courses custom-designed to focus on real-world career skills
- Unique methodology to keep you engaged and motivated
- Course package options for long-term study pathways
- Payment plans available to manage your budget
- Timetable options to suit your lifestyle



## *The experts in international education*

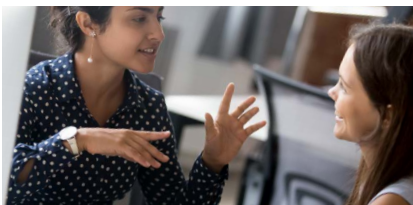
ELC Career College has earned a reputation for delivering quality tuition in English and vocational education for international students. We have strategies in place to make it easy for you to achieve your further study goals, including:

- Course units carefully selected for a global audience
- Extra support and practical tasks to help you understand your lessons
- Trainers specialised in teaching non-native English speakers

## *Focus on 21st Century skills*



All our courses are founded on the blend of 3 essential features



### **Workplace Communications**

The verbal and written communication skills needed to do your job effectively, create a positive impression and make an impact.



### **Business Competence**

The knowledge required to engage in, lead and manage the operations of a business.



### **Transferable Skills**

Skills highly valued by employers that will give you an edge in whatever job you do.

# Course Units

## Module A - Projects & concepts

Unit Name	Unit Description
BSBCRT412 <b>Articulate, present and debate ideas</b>	Learn to communicate your ideas persuasively at work and in your broader life. You will become more skilled at developing and presenting ideas that may be complex in nature and may relate to new products, services, processes or creative works.
BSBPMG430 <b>Undertake project work</b>	Develop the skills and knowledge to undertake a minor project or a section of a larger project at work, including developing a project plan, administering and monitoring, finalising and reviewing a project.

## Module B - Networking & written communication

Unit Name	Unit Description
BSBWRT411 <b>Write complex documents</b>	Improve your written business correspondence. Whatever your role or industry you'll advance your career by being able to produce workplace documents that are effective, appropriate in style and format and which are professional and impactful.
BSBTWK401 <b>Build and maintain business relationships</b>	Develop your skills for networking and negotiation and have effective working relationships within and beyond your organisation. Develop communication skills to build rapport with contacts and promote business opportunities. Use problem-solving techniques to negotiate solutions, develop strategies to represent organisational interests to contacts and lots more.

## Module C - Operations & planning

Unit Name	Unit Description
BSBOPS402 <b>Coordinate business operational plans</b>	Learn the entire process of implementing an operational plan from planning the required resources, identifying possible contingencies, monitoring productivity, and evaluating project success. Identify and use key performance indicators (KPIs) to assess performance and provide recommendations for improvement.
BSBPEF402 <b>Develop personal work priorities</b>	Whether working independently or as part of a team, managing your schedule and identifying your priorities will help you to ensure you get the job done efficiently and effectively. Learn to plan and prioritise your own work tasks; identify task requirements; design and manage your work schedule; monitor and obtain feedback on your personal work performance.

## Module D - Collaborating & presenting

Unit Name	Unit Description
BSBTEC404 <b>Use digital technologies to collaborate in a work environment</b>	Explore current collaborative ways of working (including working as part of a remote team) using digital technologies to complete work tasks more efficiently and effectively. Identify available digital technologies by accessing relevant sources of information and prepare a business case for implementing new digital solutions to support collaboration.
BSBCMM411 <b>Make presentations</b>	Learn how to prepare, deliver and review presentations for a range of purposes, such as marketing or training. Develop your skills to communicate a range of concepts and ideas to various target audiences.

## Module E - Critical thinking & communication





Unit Name	Unit Description
BSBCRT411 <b>Apply critical thinking to work practices</b>	Develop essential high-level critical thinking skills for the workplace. These are highly valued by employers in anyone involved in reviewing, finding creative solutions to issues and developing work processes, products or services.
BSBXCMM401 <b>Apply communication strategies in the workplace</b>	Supervisors and managers need to implement a range of strategies to facilitate communication in the workplace. Improve your own communication skills such as negotiating, instructing, presenting information and clarifying as well as facilitating respectful communication amongst others and identifying appropriate methods of communicating information internally and externally based on organisational requirements.

## Module F - Safety & wellbeing

Unit Name	Unit Description
BSBWHS411 <b>Implement and monitor WHS policies, procedures and programs</b>	Acquire the skills and knowledge to implement and monitor an organisation's work health and safety (WHS) policies, procedures and programs. This includes communicating information to your team, contributing to the management of issues raised through consultation mechanisms, identifying training needs, identifying and reporting on risks and record-keeping.
BSBPEF401 <b>Manage personal health and wellbeing</b>	Recognise the signs and sources of strain on your physical and mental health and wellbeing and that of others within job roles and according to key performance indicators (KPIs). Research and develop a strategy for managing your own physical health and mental wellbeing.



## Delivery Mode

 <b>Lecture</b>	 <b>Tutorial</b> <i>(Supported learning)</i>	 <b>Workshop</b> <i>(Supported learning)</i>	 <b>Self-paced</b> <b>online learning</b>
<b>5hrs/w</b>	<b>1hr45/w</b>	<b>6hr45/w</b>	<b>6hr30/w</b>
Live lectures delivered by trainers with real life experience	Small classes focused on developing and practising key capabilities required for assessment	Collaborative tasks aimed at applying skills and knowledge in simulated workplace conditions	Structured activities available from our e-learning platform, designed to reinforce skills acquisition
On campus			Online

## Timetable

Time	Tuesday	Friday
2:45pm - 4:30pm	Tutorial	Workshop
4:30pm - 5:00pm	Break	Break
5:00pm - 10:00pm	Lecture	Workshop

NB: Timetable subject to change.

## Resources

Our resources are carefully developed to meet the needs of international students: they include extra support and practical tasks to help you understand the content clearly. All course materials and workbooks are available to download for free from your e-learning platform.

## Assessment

You will be assessed through a combination of assessment types such as written assignments, case studies, reports, group tasks, portfolios and presentations. You must successfully pass all units to complete the qualification.

## Program Dates

This qualification is delivered over **6 terms of 9 weeks**.

Your exact enrolment and break lengths depend on your start date, as detailed below:

		COURSE START DATE	COURSE END DATE	STUDY WEEKS	SCHEDULED BREAKS	TOTAL ENROLMENT LENGTH
CHOOSE BETWEEN 8 INTAKES IN 2025	January	28 Jan 2025	19 June 2026	54 weeks	19 weeks	73 weeks
	*February	24 Feb 2025	7 Aug 2026	54 weeks	22 weeks	76 weeks
	April	22 Apr 2025	11 Sept 2026	54 weeks	19 weeks	73 weeks
	*May	19 May 2025	30 Oct 2026	54 weeks	22 weeks	76 weeks
	July	14 July 2025	4 Dec 2026	54 weeks	19 weeks	73 weeks
	*August	11 Aug 2025	19 Feb 2027	54 weeks	26 weeks	80 weeks
	October	7 Oct 2025	25 Mar 2027	54 weeks	23 weeks	77 weeks
	*November	3 Nov 2025	14 May 2027	54 weeks	26 weeks	80 weeks

\*The February, May, August and November intakes are mid-term intakes, with a mid-term course end date.

## Entry Requirements

**Age** | Be aged 18 years or over

**Academic** | Successful completion of Australian Year 12 or international equivalent

**English Level** | IELTS proficiency level of 5.0 or above or equivalent

Note that students are expected to bring their own laptop or tablet for home and classroom use.

## Package Options

Most of our students choose to enrol into 2 or more courses, packaged up in 1 student visa:



### Need English?

Study at our English school, English Language Company



### Aiming higher?

This course is the perfect foundation for any business-related Diploma course



### Want to mix and match?

You can combine this course with other qualifications in Leadership & Management or Project Management



## Get social with us



@elccareercollege

## Interested?

To enrol, ask us questions or learn more about our wide range of programs, multiple package options, unique methodology, trainers' experience, welcoming premises, modern facilities or latest promotions, head to our website:  
[www.elc.edu.au/vocational/](http://www.elc.edu.au/vocational/)

**Already in Sydney?** Come in for a campus tour with one of our friendly course advisors: we are ideally located in the heart of Sydney, across the road from Town Hall station!



BSB40120 Certificate IV in Business (AQF – Level 4) is a nationally recognised qualification under the Australian Qualifications Framework (AQF).

CRICOS course code: 108568G

ELC Career College Pty Ltd

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