BSB40120

CERTIFICATE IV IN BUSINESS

VOCATIONAL TRAINING SERVICES



BOOST your career

COURSE DESCRIPTION

At Vocational Training Services (VTS), we believe that investing in skills is one of the best ways to create new opportunities, build confidence and support long-term career success.

Our **BSB40120 Certificate IV in Business** is designed for people who are ready to build on their existing experience, develop practical business skills and prepare for supervisory, team leader or emerging leadership roles across a wide range of industries.

Throughout the program, participants will develop practical, workplace-focused skills in:

- Leadership and team development
- Business operations and administration
- Effective workplace communication
- Digital technologies and business systems
- Planning, organising and managing workplace priorities

Whether you're looking to advance your career, strengthen your business knowledge or prepare for your next opportunity, the **BSB40120 Certificate IV in Business** can help you achieve your goals.

GOVERNMENT OF WESTERN AUSTRALIA

Jobs and Skills WA

VOCATIONAL TRAINING SERVICES

We go the extra mile

Connected by community

We deliver with care

We give and receive trust

We take pride in all we do

COURSE OUTLINE

NATIONALLY RECOGNISED UNITS OF COMPETENCY

EFFECTIVE COMMUNICATION		LEADERSHIP SKILLS	
BSBPEF502 Develop and use emotional intelligence	E	**BSBXTW401** Lead and facilitate a team	E
BSBXCM401 Apply communication strategies in the workplace	C	**BSBLDR413** Lead effective workplace relationships	E
BSBTWK401 Build and maintain business relationships	C	**BSBLDR411** Demonstrate leadership in the workplace	E
BUSINESS OPERATIONS		**USING TECHNOLOGY**	
BSBCRT411 Apply critical thinking to work practice	C	**BSBTEC404** Use digital technologies to collaborate in a work environment	C
BSBWHS411 Implement and monitor WHS policies, procedures and programs	C	**BSBWRT411** Write complex documents	C
BSBOPS042 Coordinate business operational plans	E	**BSBPEF402** Develop personal work priorities	E

- *To achieve this accredited qualification 6 core units (C) and 6 elective units (E) must be completed*

JOBS & SKILLS WA

Jobs & Skills WA is the program through which the State Government prioritises its investment in vocational education and training (VET) to support skills development and training.

Vocational education and training (VET) gives you job ready skills and knowledge with industry-focused courses and hands on learning to set you up for a great future. Training through the Jobs & Skills WA program is more accessible and affordable for eligible Western Australians as many courses in industries with high job growth are subsidised, half price or even FREE!

ENTRY REQUIREMENTS

There are no entry requirements to study this qualification, although students must be able to provide a Unique Student Identifier (USI) and identification.

Students must also complete a short Language, Literacy and Numeracy (LLN) assessment to assist VTS in identifying a learner's eligibility and individual needs.

FEES

The Student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as resource fees and other fees.

Fees are charged in accordance with the DTWD Vet Fees and Charges Policy.

DELIVERY

The delivery of this course includes 16 classroom-based face to face training, practical training and supported self-study and research.

ELIGIBILITY REQUIREMENTS

Am I eligible for subsidised or fee-free training?

Eligibility depends on your visa type, residency status and how your course and student category are classified by the WA Government under the VET Fees and Charges policy. These can change over time and are assessed at enrolment based on your individual circumstances.

For current eligibility criteria, scan the QR code or visit:

vts-training.com.au/service/funded-training

FEES	
Non-concession	**$866.70**
Concession	**$256.80**
Non-concession 15-25	**$400 (capped)**
Fee-for-service	**$4,500.00**

** Payment plans and Centrepay are available*

Nationally Recognised Training

Training Accreditation Council Western Australia

Units 2-3/60 Grose Ave
CANNINGTON CAMPUS

(08) 6216 0165

vts-training.com.au

For course contacts & enquiries, scan the QR code or visit:
vts-training.com.au/location

VOCATIONAL TRAINING SERVICES

Vocational Training Services is a Registered Training Organisation. We are accredited through the Training Accreditation Council of Western Australia to deliver nationally recognised qualifications. We partner with individuals, communities, schools and businesses across Western Australia.

RTO ID: 51843 | Version: R3.1 - 02 11 2026