



**20+**  
**Years**  
training

## **BSB40120**

### **Certificate IV in Business**

#### ▶ **Qualified**

Master the minimum operational National Standards for competencies



#### ▶ **Compliant**

Know your individual and employer obligations and liabilities



#### ▶ **Safe**

Trained staff are safer operators, more efficient and cost effective.



### **Applied for Business**

#### **Informed Training**

Consultation means training that is delivered to meet your company's unique requirements. ATS can deliver a mix of face-to-face, online, blended and practical applications to fit in with how your business works.

Assessing your specific needs, we can arrange training suitable to your operations. Through collaboration, we can also create bespoke training with our in-house writers and developers.

### **Applied for Work**

#### **Industry Expertise**

Compliance and adherence to quality assurance is important to the organisation and its developing professional culture. Now, more than ever business operates in a world needing qualified and strong leadership and management practices from the ground up. To respond to the regulatory landscape and encourage industry best practices to all students, our Delivery Personnel instructors are industry professionals with current, real-world experience in Business Services.

### **Applied for Skills**

#### **Real Results**

This qualification is ideal for individuals who seek a versatile skill set that span across multiple business functions, enabling them to contribute effectively to their organisation's overall performance and success. Your training outcomes should be realistic and measurable.

### **Get in touch**

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### **Applied Approach**

#### **Program Features**

- ▶ Blended learning, assessment activities in the workplace, supported by relevant stakeholders
- ▶ A delivery model based on project/event management principles to keep student progression on track.
- ▶ Multiple exit and entry points to support a flexible format of delivery for student and employer.

#### **Student Benefits**

- ▶ Learning milestones are clear, flexible, and highly organised to support the student experience
- ▶ Assessment deliverables are built throughout the program to support confidence and commitment levels of each candidate.
- ▶ Students, employers and relevant stakeholders are provided with an annual calendar to organise attendance and workplace support for each program activity.

### **About the Qualification**

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.

# BSB40120

## Certificate IV in Business

### Program Details

#### Qualification Structure

To achieve this qualification, competence must be demonstrated in 12 units of competency consisting of:

- ▶ 6 core units plus
- ▶ 2 units from Group A
- ▶ 4 units for Group D

#### 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
BSBXC401	Apply communication strategies in the workplace

#### GROUP A – SELF-DEVELOPMENT

BSBPEF402	Develop personal work priorities
BSBPEF502	Develop and use emotional intelligence

#### GROUP D – BUSINESS OPERATIONS

BSBMKG431	Assess marketing opportunities
BSBMKG433	Undertake marketing activities
BSBMKG434	Promote products and services
BSBOPS404	Implement customer service strategies

#### Mode of Delivery

- ▶ Blended Learning with assessment activities conducted in the workplace

#### Delivery Methods

- ▶ Self-Directed Activities
- ▶ Workplace Support
- ▶ Online Instructor Led
- ▶ Classroom-based
- ▶ Learning and Assessment Support
- ▶ Workplace Application
- ▶ Assessment of Knowledge
- ▶ Assessment of Performance in the Workplace

#### Volume of Learning

- ▶ 48 weeks, 456 hours, 38 hours per unit

### Program Fees

\$6,540.00 per student

### Collaborative Delivery

#### ATS Delivery Personnel

- ▶ TAE40116/TAE40122 Certificate IV in Training and Assessment
- ▶ Industry currency and ongoing professional development
- ▶ Industry Content Experts providing specialist delivery or adding value to a program activity

#### Client Program Delivery Personnel

- ▶ Program Sponsor/Enterprise Coordinator, Workplace Coach, Team Leader, and/or Manager
- ▶ Committed to workplace support and workplace application activities
- ▶ Workplace experience and/or qualifications in the unit context

### Program Learning Materials

- ▶ Comprehensive Online and Hard Copy course material with modules for each topic.
- ▶ Interactive activities, quizzes, and real-life scenarios to reinforce learning.
- ▶ Industry related handouts summarising key points for quick reference.

### Program Evaluation

ATS refer to the Kirkpatrick Model when evaluating its programs.

It consist of four levels of evaluation: Reaction, Learning, Behaviour, Result. Each successive level of the model represents a more precise measure of the effectiveness of the training program

### Nationally Recognised

Nationally Recognised Training means the course is a program of study leading to accredited vocational qualifications and credentials that are recognised across Australia.

