



BSB40120

## Certificate IV in Business

# ADVANCE YOUR CAREER AND UNLOCK YOUR POTENTIAL!

Ready to rev up your business credentials? This is the qualification to get going! Designed to assist those in a variety of Business Services job roles, this qualification will assist you to become competent in basic supervisory and leadership roles. Students will learn a dynamic mix of specialist and moderately complex administrative and operational skills. Paired with highly sort after self-developmental and transferable skills, this course will ensure a well-developed knowledge base to apply in any business situation.



**ENROL NOW** to begin studying at your own pace as a mixed mode student. For information visit [novaskill.com.au/ways-to-study](https://novaskill.com.au/ways-to-study). For traditional face-to-face classroom classes, contact us directly or visit [novaskill.com.au/course-calendar](https://novaskill.com.au/course-calendar)

**NSW Students:** This training is subsidised by the NSW Government. For consumer protection information please visit <https://smartandskilled.nsw.gov.au/for-students> or please call 1300 772 104. **QLD Students:** This training is funded by the Queensland Government. **HGT Australia Ltd. | RTO 6996**



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## Course overview

### Potential career outcomes

Upon successful completion of the qualification, career pathways may include, but are not limited to:

- Administrator
- Executive Personal Assistant
- Project Officer

### Duration

Students are able to study full time, part time or with an employer as a traineeship for a maximum of 24 months for full time trainees or 36 months for part-time trainees.

### Different Ways to Study

This course can be delivered face-to-face in a classroom, self-paced via correspondence, online or as a combination. For detailed information, please [novaskill.com.au/ways-to-study](http://novaskill.com.au/ways-to-study).

### Work Placement

This qualification does not require mandatory work placement. However, access to a workplace will provide a real life, on-the-job experience and the opportunity to practise what you learn. It is suggested that at least 80 hours of work simulation/ experience be undertaken.

### Pre-Requisites

There are no specific pre-requisites for this course. Students may be required to undertake an initial pre-enrolment assessment to determine their suitability for this level of study.

### Study Pathways

Graduates may choose to further their study through enrolment in a BSB50420 Diploma of Leadership and

Management or BSB50120 Diploma of Business.

*\*Novaskill may not offer these qualifications.*

### Student Support

Friendly support, advice and assistance is provided by our teaching staff and Student Services Division to all students.

### Units of Competency

Students complete 12 units.

### Specialisations

This qualification may be achieved with different specialisations, if specific packaging rules are met. For more information, please ask for a copy of the Course Guide.

### Price

The price for this qualification is based upon specific eligibility requirements and concessions may be available to some students. Please contact us for more details and a quote. Payment options may vary.

### Your Qualification

Successful completion of this course will lead to a nationally recognised qualification in Australia, awarded by HGT Australia Ltd. trading as Novaskill RTO Code 6996.

## More Information

Enrolment dates, pricing, study options, specific units of competency (subjects), and more can be found in our Course Guide or by contacting your local branch. Please visit..

**[novaskill.com.au/course-enquiry](http://novaskill.com.au/course-enquiry)**

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