



**OCTEC** LIMITED  
**TRAINING SERVICES**

RTO Number 90142

# BSB40120 Certificate IV in Business

### About the course:

This qualification allows students to develop skills and knowledge in workplace procedures, including WHS processes, customer service, scheduling, communication, team work and how to design and produce business documents and spreadsheets.

### Delivery Mode:

Classroom Training, Online Training, Work Based Training. All programs include self-directed training.

### Entry Requirements:

Whilst there are no prerequisites for this qualification any student enrolling into an online program or work based training must have access to a computer, stable internet connection and a working microphone and camera.

### How Long will my training Program Run:

All students have up to 12 months to complete their qualification. Specific course schedules will be provided prior to enrolment for each program.

### Employment outcomes:

This course provides broad skills that can be used in a variety of industries. Specific skills that will be developed include:

- Customer service skills
- Team and Communication skills
- Administrative skills

### BSB40120 - Cert IV Business

CORE	
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
ELECTIVES	
BSBPEF402	Develop personal work priorities
BSBPEF502	Develop and use emotional intelligence
BSBCMM411	Make presentations
BSBCMM412	Lead difficult conversations
BSBCRT412	Articulate, present and debate ideas
BSBSTRA401	Promote innovation in team environments



**1800 045 370**  
**www.octec.org.au**  
**training@octec.org.au**

### Student Fees

The price for this qualification is based on specific eligibility requirements and or concessional evidence.

Subsides may be available to individuals. We have a range of payment options on offer, and the potential for state funding. Please contact us for more information.

Traineeship	\$0
Concession	\$0
Exemption	\$0
Fee-for-Service	\$5500

### Smart & Skilled Funding Availability in NSW

OCTEC Limited can deliver this qualification via Smart and Skilled funding available for eligible participants.

Enrolling students will need to meet the eligibility requirements listed on [www.smartandskilled.nsw.gov.au](http://www.smartandskilled.nsw.gov.au)

This training is subsidised by the NSW Government.

### Eligibility for Training

- Students will need to complete a Language, Literacy and Numeracy (LLN) test and achieve the appropriate ACSF LLN level
- Able to provide a Unique Student Identifier (USI)
- Evidence of Citizenship, Australian Permanent Residency, Humanitarian Visa holder or NZ Citizen
- Basic computer skills

### Additional information

This flyer provides basic information about this program. For full details of this program, and the service that OCTEC Training Services provide, please refer to our Learner Handbook.

**Students must review the Learner Handbook before enrolling into this program.**

**For further details and information, please contact OCTEC Training Services.**



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