BSB40120 · CERTIFICATE IV · BUSINESS & WORKPLACE SAFETY

CERTIFICATE IV IN BUSINESS

Step into a senior administration, coordination or team leader role.



NATIONALLY RECOGNISED TRAINING

COURSE FEE	UNITS	PLACEMENT	TIME TO FINISH
$1,349	**12**	**None**	**Up to 12 months**

WHAT YOU'LL LEARN

- ✓ Apply critical thinking to improve work practices
- ✓ Communicate clearly and write complex business documents
- ✓ Build and maintain business relationships
- ✓ Collaborate using digital technologies
- ✓ Implement and monitor WHS programs

COURSE REQUIREMENTS

BEFORE YOU ENROL

Nothing required

No prior study or experience. You'll need a USI.

PLACEMENT

None

No placement. You'll work through projects based on a simulated business.

HOW YOU SHOW IT

- Written tasks
- Project tasks
- No video needed

CHECKS

None required

No police check or Working with Children Check is needed for this course.

UNITS YOU'LL STUDY

CODE	UNIT TITLE
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

HOW YOUR COURSE RUNS

1. **Enrol**
   Pay upfront or in 4
2. **Pre-training check**
   USI and a short LLN check
3. **Study online**
   At your own pace
4. **Assessment**
   Written and project tasks
5. **Certificate**
   Recognised Australia-wide

CAREERS

- Office manager
- Team leader
- Project or program coordinator
- Administration supervisor

NEXT STEP

BSB50420 Diploma of Leadership and Management.

ENROL ONLINE

www.staonline.com.au/products/certificate-iv-business-online-course
Questions? Call 1300 722 689 or email hello@staonline.com.au

Verify BSB40120 and RTO 45870 at training.gov.au

$1,349

or 4 × $337.25 with Afterpay

Training and assessment are delivered by Spectral Training Academy Pty Ltd (RTO 45870, ABN 70 646 793 277). Requirements are taken from the official training.gov.au listing and checked 15 November 2026. See our refund policy at staonline.com.au/policies/refund-policy.