



# Australian Training Institute

(RTO # 30200)

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## BSB40120 Certificate IV in Business (Administration)

### Overview:

This nationally recognised qualification is suited for those working as administrators and project officers or those who wish to move into the business industry. In these roles, individuals 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 and have some responsibility for the output of others. This qualification would be perfect for those that are already in the field and wish to formalise their skills or enhance their current skills. Job titles relevant to this course may include:

- Team leader/supervisor
- Project officer
- Clerk or secretary
- Personal assistant
- Project administrator
- Corporate receptionist

### Pre-requisites:

Participants must have basic computer skills and access to a reliable computer with internet, email access and access to Microsoft Word and Microsoft Excel software. As some assessments require an audio/visual submission, participants must also be able to record themselves using a method where they can be seen and heard clearly (e.g. mobile phone, computer/laptop with webcam etc.).

Some assessments in this course will require the student to interact with other participants, where they will perform a specific role during the assessment. These participants can be co-workers, family or friends. Please contact us if you require clarification.

### Units of Competency:

On successful completion participants will be issued with a certificate with the following units:

#### 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
- BSBXCM401 Apply communication strategies in the workplace

#### Elective Units:

- BSBPFE401 Manage personal health and wellbeing
- BSBPFE402 Develop personal work priorities
- BSBINS402 Coordinate workplace information systems
- BSBOPS401 Coordinate business resources
- BSBOPS405 Organise business meetings
- BSBTEC401 Design and produce complex text documents

**Delivery method:**

Online/self-paced with 12 months from date of enrolment to complete the course. We recommend 15-25 hours of study per week (depending on your individual skillset and previous experience) to be on track for completion within 12 months.

Support for this online training is done via email with an assessor.

You will have access to all your learning resources and assessments via your online portal and can start your online training as soon as you complete payment for the course. Students have the opportunity to accelerate their learning by dedicating more than the recommended hours of study per week to this course to finish sooner than the 12-month timeframe.

Group bookings available (classroom) – contact us for more information.


**Fees and charges:**

\$1,199

Group bookings - please contact us for pricing

Fees include all assessments

**Payment Plan**

A Zip payment plan is available for this course. 

If you have a zip account and wish to set up a payment plan, please contact us on 07 3269 5005 and we will be happy to assist you.

**Option 2** Recognition of prior learning (RPL): \$3,500

**More information:****Refund, Cancellation and Transfer Policy**

Please take the time to familiarise yourself with our refund and cancellation policy on page 8 & 9 of our [Student Handbook](#). This handbook also includes more details on training and support services, as well as our terms and conditions.

**Note for international students – we are not CRICOS registered, please check your visa requirements for enrolment. We cannot accept international students who are on a student visa if your visa specifies that you must study with a CRICOS provider.**