



Australian Government

BSB40120 Certificate IV in Business

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Qualification Description

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.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

Nil

Packaging Rules

Total number of units = 12

6 core units plus

6 elective units, of which:

- 2 elective units must be selected from Group A
- for the remaining 4 elective units:
 - up to 4 units may be selected from Groups A – J
 - if not listed, up to 2 units may be selected from a Certificate III, Certificate IV or Diploma from this or any other currently endorsed Training Package qualification or accredited course.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Specialisations

This qualification can provide for specialisations. To achieve a specialisation, the following additional packaging rules must be adhered to:

- For specialisation in **Leadership**, 4 elective units must be selected from Group B
- For specialisation in **Business Administration**, 4 elective units must be selected from Group C
- For specialisation in **Business Operations**, 4 elective units must be selected from Group D
- For specialisation in **Sustainability**, 4 elective units must be selected from Group E
- For specialisation in **Big Data**, 4 elective units must be selected from Group F
- For specialisation in **Cyber Security**, 4 elective units must be selected from Group G
- For specialisation in **Financial Administration**, 4 elective units must be selected from Group H
- For specialisation in **Records and Information Management**, 4 elective units must be selected from Group I
- For specialisation in **Procurement**, 4 elective units must be selected from Group J.

The achievement of a specialisation will be identified on a testamur as follows:

- BSB40120 Certificate IV in Business (Leadership)
- BSB40120 Certificate IV in Business (Administration)
- BSB40120 Certificate IV in Business (Operations)
- BSB40120 Certificate IV in Business (Sustainability)
- BSB40120 Certificate IV in Business (Big Data)
- BSB40120 Certificate IV in Business (Cyber Security)
- BSB40120 Certificate IV in Business (Finance)
- BSB40120 Certificate IV in Business (Records and Information Management)
- BSB40120 Certificate IV in Business (Procurement).

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

Group A – Self-development

BSBPEF401 Manage personal health and wellbeing
BSBPEF402 Develop personal work priorities
BSBPEF403 Lead personal development
BSBPEF502 Develop and use emotional intelligence

Group B – Leadership

BSBATSIM421 Support a positive and culturally appropriate workforce culture
BSBCMM411 Make presentations
BSBCMM412 Lead difficult conversations
BSBCRT412 Articulate, present and debate ideas
BSBCRT413 Collaborate in creative processes
BSBHRM413 Support the learning and development of teams and individuals
BSBLDR411 Demonstrate leadership in the workplace
BSBPEF501 Manage personal and professional development
BSBSTR401 Promote innovation in team environments
BSBXDB501 Support staff members with disability in the workplace
BSBXTW401 Lead and facilitate a team

Group C – Business Administration

BSBAUD412 Work within compliance frameworks
BSBHRM417 Support human resources functions and processes
BSBINS402 Coordinate workplace information systems
BSBOPS306 Record stakeholder interactions
BSBOPS401 Coordinate business resources
BSBOPS405 Organise business meetings
BSBPMG430 Undertake project work
BSBTEC401 Design and produce complex text documents
BSBTEC402 Design and produce complex spreadsheets
BSBTEC403 Apply digital solutions to work processes

Group D – Business Operations

BSBESB401 Research and develop business plans
BSBHRM415 Coordinate recruitment and onboarding
BSBINS401 Analyse and present research information
BSBMKG431 Assess marketing opportunities
BSBMKG433 Undertake marketing activities
BSBMKG434 Promote products and services
BSBOPS402 Coordinate business operational plans
BSBOPS403 Apply business risk management processes
BSBOPS404 Implement customer service strategies
BSBOPS406 Participate in organisational governance
BSBPRC402 Negotiate contracts
BSBSTR402 Implement continuous improvement
BSBSTR503 Develop organisational policy
BSBTEC405 Review and maintain organisation's digital presence
SIRXMKT002 Use social media to engage customers

SIRXOSM005 Develop a basic website for customer engagement

SIRXSLS003 Achieve sales results

Group E – Sustainability

BSBSUS411 Implement and monitor environmentally sustainable work practices

BSBSUS412 Develop and implement workplace sustainability plans

BSBSUS413 Evaluate and report on workplace sustainability

BSBSUS511 Develop workplace policies and procedures for sustainability

CPPCMN4009 Develop team understanding of and commitment to sustainability

MSS015025 Develop a business case for sustainability improvements

Group F – Big Data

BSBXBD401 Capture and store big data

BSBXBD402 Test big data samples

BSBXBD403 Analyse big data

BSBXBD404 Use big data for operational decision making

BSBXBD405 Develop procedures for managing big data

BSBXBD406 Present big data insights

BSBXBD407 Protect big data integrity

BSBXBD408 Implement and review procedures for managing big data

Group G – Cyber Security

BSBXCS401 Maintain security of digital devices

BSBXCS402 Promote workplace cyber security awareness and best practices

BSBXCS403 Contribute to cyber security threat assessments

BSBXCS404 Contribute to cyber security risk management

BSBXCS405 Contribute to cyber security incident responses

Group H – Financial Administration

BSBFIN301 Process financial transactions

BSBFIN302 Maintain financial records

BSBFIN401 Report on financial activity

BSBHRM416 Process payroll

BSBPRC406 Conduct e-procurement

FNSACC312 Administer subsidiary accounts and ledgers

FNSACC411 Process business tax requirements

FNSACC412 Prepare operational budgets

FNSTPB402 Establish and maintain payroll systems

Group I – Records and Information Management

BSBINS402 Coordinate workplace information systems

BSBINS408 Provide information from and about records

BSBINS409 Maintain and monitor digital information and records

BSBINS410 Implement records systems for small business

BSBINS502 Coordinate data management

BSBINS504 Maintain digital repositories

Group J – Procurement

BSBPMG427 Apply project procurement procedures

BSBPRC401 Plan procurement

BSBPRC402 Negotiate contracts

BSBPRC403 Conduct international procurement

BSBPRC406 Conduct e-procurement

PSPPCM006 Select providers and develop contracts

PSPPCM007 Manage contracts

PSPPCM011 Plan to manage a contract

PSPPCM018 Conduct demand and procurement spend analysis

Qualification Mapping Information

No equivalent qualification. Supersedes but is not equivalent to:

- BSB40215 Certificate IV in Business
- BSB40315 Certificate IV in Customer Engagement
- BSB40515 Certificate IV in Business Administration
- BSB40615 Certificate IV in Business Sales
- BSB41115 Certificate IV in International Trade
- BSB41618 Certificate IV in Business (Procurement)
- BSB41715 Certificate IV in Recordkeeping
- BSB42315 Certificate IV in Environmental Management and Sustainability.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>