



Certificate IV in Business

BSB40120 110359J

Course Overview

The **Certificate IV in Business (BSB40120 110359J)** equips students with the essential administrative and operational skills needed to thrive in a modern business environment. The course covers critical areas such as business communication, project support, customer service, workplace technology, and records management.

Students will build a strong foundation in business operations, while developing problem-solving, planning, and interpersonal skills applicable across a range of industries.

Graduates may seek employment in roles such as administrative officer, executive assistant, project administrator, or office coordinator, or continue to higher-level business qualifications and leadership pathways..





**AUSTRAL COLLEGE
OF TECHNOLOGY**

Certificate IV in Business

BSB40120 110359J

Fee

- Application: \$200 Including GST
- Tuition: \$6,000*
- Total: \$6,200

*Instalment plan monthly divided by minimum duration. For example, \$6,000/52weeks = \$500 per month (no GST on tuition); no government subsidies

Location

- Theory training and assessment: Melbourne City Campus

Duration

- Total 52 weeks
- 40 weeks of training and assessment activity
- 12 weeks term breaks including holiday

Delivery

- Face to face theory instruction
- Self-directed learning

Pathway

- Administrative officers
- Senior administration managers
- Senior personal assistants
- Senior secretaries.

Visit for more information: <https://www.myskills.gov.au/courses/details?Code=BSB40120>

Entry Requirements

- Students must be aged 18 years or over at the time of applying for admission to Austral College of Technology;
- Satisfactory completion of studies in applicant's home country equivalent to an Australian Year 12 qualification is required for entry into all qualifications; or
- Mature age students will be considered without the minimum education requirements but with relevant work experience within chosen area of study and a demonstrated capacity to meet course requirements; and
- Using pre-course English language assessment for Listening, Speaking, Reading and Writing competencies within the Framework an assessment is made to determine applicant's appropriate course placement as per their level of proficiency in the English language;
- International students must hold a current and valid passport, a valid study visa that covers the duration of study for the course;
- International students will need to demonstrate English proficiency from one of the following:
 - a) IELTS band score of overall 6 (Academic or General) or equivalent in line with the Department of Education and department of Home Affairs (DHA) Regulations (For International Students) for specific countries; or
 - b) IELTS overall band score of 5.5 when packaged with at least 10 weeks' English Language Intensive Course for Overseas Students (ELICOS); or
 - c) IELTS overall band score of 5 when packaged with at least 20 weeks' ELICOS; or
 - d) Pearson Test of English Academic – Score: Listening: 47, Reading: 48, Writing: 51, Speaking: 54; or
 - e) Cambridge English: Advanced CAE from Cambridge ESOL Test Scores; or
 - f) TOEFL Test of English as a Foreign Language paper-based test; or
 - g) CELS (all skills) Upper intermediate (English for Academic purposes) certificate from recognised English language centre; or
 - h) Senior secondary Certificate of Education completed in Australia; or
 - i) Certificate IV or higher completed in Australia; or
 - j) Tertiary studies in medium of English.

For any further information refer to the student handbook and information pack.