

CERTIFICATE IV IN BUSINESS

BSB40212 CRICOS# 079178K



Course Description

This course aims to sharpen the skills of individuals in the office environment and overall business management. It is ideal for those who are seeking to build their knowledge and skills in establishing a career in the business sector. This is also suitable for entrepreneurs from small to medium-sized organisations who are focused on improving the operations and management of their business. Participants from this qualification will develop the skills on preparing complex documents, customer service, general office administrative tasks, and relationship skills with colleagues and external customers.

Course Duration:
35 Weeks

**Intake: 10 Mar, 14
Apr, 26 May, 7 Jul,
18 Aug, 22 Sep, 3
Nov**

Career Outcome

Possible Career outcomes after completing this qualification or units of competency:

- ♦ Administration
- ♦ Project officer

*I made the best decision
of enrolling at Queensford
College!*

- Luis Vargas Gonzalez



CERTIFICATE IV IN BUSINESS

BSB40212 CRICOS# 079178K



Entry Requirements

International Students:

An English Language proficiency level of one of the following:

- ♦ IELTS band score of 5.5 (academic test version) or equivalent internationally recognized exam result in line with ESOS and DIAC regulations
- ♦ Satisfactory completion of 6 – 12 weeks of Upper Intermediate level English from approved ELICOS Provider registered to deliver to CRICOS students

Other Qualifications:

- ♦ Completion of secondary studies in your home country equivalent to an Australian Year 12 qualification will be required for entry into Diploma or Advanced Diploma qualifications Preferred pathway is completion of FNS30310 Certificate III in Accounts Administration or
- ♦ Mature age students will also be considered without minimum education requirement but with relevant work experience within chosen area of study a demonstrated capacity to meet course requirements.

Note: All documents that are presented on application for enrolment at the Institute must be translated into English and be certified true copies of the original.

English Proficiency:

IELTS 5.5 and above and not less than 5 in each band

Academic:

Successfully completion of High School year 12 or equivalent.

[Check right for more](#)



Pathway:

- ♦ Upon successful completion of Certificate IV in Business at Queensford College, you will be able to progress to the Diploma followed by the Advanced Diploma level.



NATIONALLY RECOGNISED
TRAINING

Malekhu Investments Pty Ltd T/A
Queensford College ABN: 17129064437
RTO: 31736 CRICOS: 03010G

Level 3, 359 Queen Street
Brisbane, Queensland
Australia 4000

P: + (61) 7 3221 1626
E: info@queensford.edu.au
www.queensford.edu.au

CERTIFICATE IV IN BUSINESS

BSB40212 CRICOS# 079178K



Unit Outline

Unit Code	Name of Unit
BSBWHS401A	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBCUS401B	Coordinate implementation of customer service strategies
BSBFIA402A	Report on financial activity
BSBITU401A	Design and develop complex text documents
BSBINN301A	Promote innovation in a team environment
BSBLED401A	Develop teams and individuals
BSBMKG414B	Undertake marketing activities
BSBMKG413A	Promote products and services
BSBRES401A	Analyse and present research information
BSBRISK401A	Identify risk and apply risk management processes

Students need to complete 10 units out of which 1 unit is core and 9 are electives.

How to Apply?

- ✓ Select the course and fill in online application form at www.queensford.edu.au along with required documents as mentioned in entry requirements above.



- ✓ Once we receive your application, one of our course consultants will get back to you within 24 hours. They will guide you how to proceed further.



**Future
Unlimited**

Australia

Apply Now

Malekhu Investments Pty Ltd T/A
Queensford College ABN: 17129064437
RTO: 31736 CRICOS: 03010G

Level 3, 359 Queen Street
Brisbane, Queensland
Australia 4000

P: + (61) 7 3221 1626
E: info@queensford.edu.au
www.queensford.edu.au