



# CERTIFICATE IV IN BUSINESS



INDUSTRY ENDORSED



STUDENT SATISFACTION



SPENCER COLLEGE

# MARKETING & BUSINESS

## BSB40120 CERTIFICATE IV IN BUSINESS

CRICOS CODE : 108030H

This qualification is suited to those working as administrators and project officers. In this role, 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 with some limited responsibility for the output of others.

### Entry Requirement

- 18 years or over
- Basic computer skills
- Meet all Student Visa requirements, including IELTS 5.5 (or equivalent) or English proficiency or Spencer College ACSF test level 3 PLUS
- Minimum Year 12 education or equivalent

### Delivery Methods

- Lecture/workshops
- Workbooks
- Role plays/simulations
- Practical activities

### Course Delivery

40 weeks classroom delivery, depending on intake (includes a maximum of 7 weeks holiday). Students must attend minimum 20 hours class time per week as part of your Student Visa requirements. Distance learning is not available.

### Recognition of Prior Learning (RPL)

If you think you may be eligible to apply for RPL, please contact the College to discuss.

### Enrolment & Further Information

Email [admin@spencercollege.edu.au](mailto:admin@spencercollege.edu.au)  
or via one of our Education Agents.

To receive an enrolment kit, please email  
[admin@spencercollege.edu.au](mailto:admin@spencercollege.edu.au)  
RTO No: 31809 | CRICOS Provider No: 03093K  
ABN: 59 131 437 968

Head office address: L 1, 344 Queen Street, Brisbane  
QLD 4000. For career opportunities and further  
study, please refer to [www.training.gov.au](http://www.training.gov.au)

### Units of Competency

<b>BSBCRT411</b>	Apply critical thinking to work practices
<b>BSBTEC404</b>	Use digital technologies to collaborate in a work environment
<b>BSBTWK401</b>	Build and maintain business relationships
<b>BSBCMM401</b>	Make a presentation
<b>BSBWHS411</b>	Implement and monitor WHS policies, procedures and programs
<b>BSBWRT411</b>	Write complex documents
<b>BSBXCM401</b>	Apply communication strategies in the workplace
<b>BSBPEF402</b>	Develop personal work priorities
<b>BSBPEF502</b>	Develop and use emotional intelligence
<b>BSBOPS405</b>	Organise business meetings
<b>BSBMKG433</b>	Undertake marketing activities
<b>BSBINS401</b>	Analyse and present research information