

## BSB40120 Certificate IV in Business - Traineeship

Aspire Performance Training offers **BSB40120 CERTIFICATE IV IN BUSINESS** as a Traineeship to individuals employed in an appropriate Business Services job role.

Individuals in these roles should be responsible for carrying out a mixture of specialist and moderately complex administrative or operational tasks that require self-development skills. They may also provide leadership and guidance to others with some limited responsibility for the output of others.

This qualification requires that 12 units be achieved. Where only some units of competency are achieved, a statement of attainment will be issued.

Preferred pathways for candidates considering this qualification include:

- BSB30120 Certificate III in Business or other relevant qualification/s  
**OR**
- with vocational experience assisting in a range of support roles without a formal business qualification.

The units of competency that make up this qualification are: **6 core units** and **6 elective units**.

National Code	National Title	
BSBCRT411	Apply critical thinking to work practices	Core
BSBTEC404	Use digital technologies to collaborate in a work environment	Core
BSBTWK401	Build and maintain business relationships	Core
BSBWHS411	Implement and monitor WHS policies, procedures, and programs	Core
BSBWRT411	Write complex documents	Core
BSBXCM401	Apply communication strategies in the workplace	Core
BSBPEF401	Manage personal health and wellbeing	Elective (A)
BSBPEF402	Develop personal work priorities	Elective (A)
BSBCMM411	Make presentations	Elective (B)
BSBOPS401	Coordinate business resources	Elective (C)
BSBTEC401	Design and produce complex text documents	Elective (C)
BSBOPS404	Implement customer service strategies	Elective (D)

It is highly recommended that participants also view [www.training.gov.au](http://www.training.gov.au) for detailed information on training packaging arrangements.

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INVESTMENT		
Qualification	Full Fee Cost	Concession Cost
BSB40120 Certificate IV in Business Trainee (Targeted Fee Relief)*	\$891.00	\$264.00

Trainees who qualify for a funded Traineeship through the Department of Training and Workforce Development (DTWD) will be charged as per the published rates on the DTWD Jobs and Skills WA website (<http://www.dtwd.wa.gov.au/jswa>).

\* Targeted fee relief means that currently under DTWD's [Lower fees, local skills](#) program *that this qualification is half price.*

\*The student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as Student service and resource fees.

### NEXT STEPS

1. **Contact an Australian Apprenticeship Support Network (AASN) provider**  
<https://www.australianapprenticeships.gov.au/search-aasn>

The AASN will determine a time to meet with you to sign up your trainee. From this date, it may take anywhere from 2-6 weeks for Aspire to receive the government contract.

2. **Contact Aspire once you have signed up with an AASN**

Please advise us once you have signed up with the AASN and when we receive your trainee's contract, we will commence the enrolment process.

For any questions or communication regarding enrolments:

- **Phone:** (08) 6460 0965
- **Email:** [enrolments@aspirept.com.au](mailto:enrolments@aspirept.com.au)