



BSB40120 Certificate IV In Business Course Overview

Vanguard Business Education
RTO ID 91219
www.vanguardbusinesseducation.edu.au

BSB40120 Certificate IV In Business

Ready to Transform Your Business Skills?

The **BSB40120 - Certificate IV in Business** is a blend of practical knowledge and management skills, designed to help you lead confidently and manage your workload effectively. This qualification expands your capabilities, enabling you to build strong relationships with clients and colleagues and provide effective guidance and support on projects.

Our expert trainers guide you throughout the learning journey, making sure you gain the essential tools and insights you need. With a strong focus on practical, hands-on learning, you'll be able to apply new skills in your workplace straight away. Whether you're looking to advance in your current career or begin a new one, this course helps you stand out by building a robust foundation in business practices. As you progress, you'll develop the confidence needed to navigate business challenges, improve team processes, and make meaningful contributions to your organisation. The skills and knowledge you gain will help you confidently tackle new responsibilities, step into leadership roles, and feel prepared for future opportunities that come your way.

Our **flexible learning options** allow you to learn at your own pace, fitting your studies around work, family, or other commitments. With support from experienced trainers and access to an online community, you'll always have the guidance you need to stay on track and succeed.

This nationally recognised qualification is an investment in your future, opening doors to new opportunities in the business world. With Vanguard Business Education, you are not just gaining a qualification; you're acquiring the skills that make a real difference in your career. Take this opportunity to shape your professional journey. **Enrol today** and start building the path towards success in business and leadership.

Partner with Vanguard Business Education to Unlock Your Full Potential

At **Vanguard Business Education**, we provide more than just training—we offer a genuine partnership in your growth journey, guiding you towards new levels of success, step by step. We believe everyone has untapped potential, and we're committed to helping you discover and develop yours. Our customised business skills training and personal development programmes are crafted to refresh skills, boost confidence, and motivate individuals to perform at their best.

Since 2006, we've been leading the way in developing sustainable outcomes for our clients. We understand that one size doesn't fit all, which is why we tailor every programme to the unique needs of the individuals and organisations we work with. Our experienced trainers bring passion and dedication to every session, ensuring you have the right support to master the skills required in today's business environment.

Our approach focuses on providing real, measurable improvements—whether it's increased productivity, a more motivated team, or improved communication across your organisation. With **flexible payment options**, investing in yourself becomes more accessible, removing financial barriers and allowing you to concentrate on your growth.

We're here not just during the programme, but long after it ends. Our support continues to ensure that you continue to see the benefits of your learning journey over time. While the path to growth may seem challenging, we are with you at every turn, simplifying complexities and helping you stay on track. The best investments are those that grow alongside you, providing value throughout your journey. We're not just a training provider; we're committed partners in your success. Let us help you achieve your business and personal goals, unlocking the potential within. Now is the time to take the next step.

Partner with Vanguard Business Education today, and together, let's build the future you deserve.

Your Success is Our Mission at Vanguard Business Education

We understand that your investment in **Vanguard Business Education** is more than just a financial decision—it's about securing your future success. That's why we work diligently to ensure every student receives the personalised attention they need to achieve their goals. Our approach is straightforward but effective: we challenge our students to excel, while also providing all the resources necessary for success.

At **Vanguard Business Education**, we provide expert tutors, access to quality facilities, and a supportive learning environment—all designed to help you reach your full potential. Our students don't just receive tools; they receive the encouragement needed to grow, and that support makes all the difference.

Confidence is crucial to achieving your goals. We believe that a healthy self-image is fundamental to success in any field. That's why we go beyond just providing education—we help build your confidence and self-esteem, ensuring that you are ready for whatever challenges come your way. Many of our students report feeling not just prepared, but ahead of their peers after completing our programmes. It's not just about the learning journey—it's about the results. Our students go on to achieve great things in their careers, often reflecting that their time with Vanguard Business Education played a critical role in their success. You will be part of a community of like-minded individuals, all committed to supporting each other's growth and celebrating each other's achievements. We're more than just an educational institution; we're a community passionate about growth and success.

If you're looking for an educational experience that genuinely supports your future, **Vanguard Business Education** is here to help you achieve your goals and build a brighter future. Take that next step with us today—your future self will thank you.

Flexible Learning for Busy Lifestyles

Our **online course** is crafted with your busy life in mind—giving you the flexibility to learn whenever and wherever it suits you. Study at your own pace, in the comfort of your chosen space, while receiving the same high level of support as you would in a face-to-face classroom. At **Vanguard Business Education**, we provide dedicated trainers through a dynamic virtual classroom experience, ensuring you are fully supported throughout your learning journey.



Our modern online learning systems make navigating your studies straightforward and efficient, while our online facilitator support offers ongoing assistance, keeping you on track and motivated. Gain valuable skills without having to compromise on your schedule—balance your commitments while investing in your future with ease.

With **Vanguard Business Education**, you're not just enrolling in an online course; you're entering a supportive, flexible environment tailored to meet your needs. Let us help make your learning experience both rewarding and convenient.

Key Benefits of Our Programme

Practical, Transferable Skills

Imagine gaining skills that you can immediately put into action. At Vanguard Business Education, our course content blends the best of theory with hands-on learning activities, equipping you with practical, transferable skills that can be applied in real-world workplace scenarios right from the start. You'll graduate with not just knowledge, but the ability to make a genuine impact.



Self-Paced Online Study

Picture being able to learn at your own pace, without the pressure of rigid schedules. Our flexible online curriculum allows you to fit your studies around work, family, and personal commitments. With Vanguard Business Education, you're in control—study on your terms, with support from experienced trainers whenever you need it, and access to a thriving online student community to keep you inspired and motivated.

Nationally Recognised Qualification

This course is nationally recognised under the Australian Qualifications Framework (AQF), giving you a credential that opens doors. Whether you're looking to advance in your current role or seeking a stepping stone to higher education, this qualification from Vanguard Business Education is respected and valued across Australia, paving the way for your career growth.

Jobs and Career Pathways

Vanguard Business Education's Certificate IV in Business (Administration) opens the door to a wealth of career opportunities. With your well-rounded skill set, you'll be ready to step into a wide range of business and administrative roles across industries of all types and sizes. Imagine the freedom to tailor your career to align with your interests—how rewarding is that?

You'll gain the skills and confidence to take on exciting new roles, including:

1. Administrative Officer: Be the backbone of organisational success, managing day-to-day tasks efficiently.
2. Executive Assistant: Support key executives, ensuring smooth operations and contributing to strategic initiatives.
3. Project Administrator: Help bring projects to life by managing schedules, resources, and communication.
4. Office Coordinator: Keep everything running smoothly by ensuring office processes and operations are in top form.
5. Team Leader: Take charge and motivate teams to deliver their best, applying leadership skills that make a difference.

Vanguard Business Education is committed to providing you with the practical knowledge and hands-on skills you need to advance confidently into these roles. Wherever your interests take you, our Certificate IV in Business (Administration) will help you unlock your potential and create a rewarding career.

Recognition of Prior Learning

RPL will be reviewed on an individual basis by application together with all required supporting documentation. A fee for this assessment is applicable.

Course Title

BSB40120 Certificate IV In Business (Leadership)

Delivery

Online

Course Cost

\$3950

Course Duration

Up To 18 Months

Course Makeup

Total number of units = 12

6 core units plus

6 elective units

Your Journey to Business and Management Success Starts Here

This course offers the ideal combination of **business and management skills**, enabling you to lead a team confidently and manage your workload effectively. You will gain the skills needed to build strong, lasting relationships with both clients and colleagues, and provide the guidance and support that drives success on projects. At **Vanguard Business Education**, our expert trainers are committed to guiding you every step of the way, ensuring that you have the knowledge and tools to thrive.

With a focus on **practical, hands-on learning**, you'll be able to apply your new skills immediately. Whether you're aiming to advance your current career or embark on a new journey, this course will set you apart and help position you as a leader in your field. Our **flexible learning options** allow you to study at your own pace, fitting your education around your busy schedule, while our supportive community stands ready to assist whenever you need it.

Why wait to take control of your future? **Sign up today** and start your journey towards success in business and management. We're confident you'll benefit greatly from our course—but if for any reason you're not satisfied, we offer a 100% money-back guarantee. Now is the time to transform your career and life, and we're here to help you do just that.

Enrol now with **Vanguard Business Education** and start building the successful future you deserve. Don't miss out on this opportunity—act today!

Nationally Recognised Units

Module 1 Leadership and Team Management

- BSBLDR411 Demonstrate Leadership in the Workplace
- BSBXTW401 Lead and Facilitate a Team
- BSBCMM412 Lead Difficult Conversations

Module 2 Personal and Professional Development

- BSBPEF402 Develop Personal Work Priorities
- BSBPEF502 Develop and Use Emotional Intelligence
- BSBCRT411 Apply Critical Thinking to Work Practices

Module 3 Communication and Collaboration

- BSBXCM401 Apply Communication Strategies in the Workplace
- BSBTWK401 Build and Maintain Business Relationships
- BSBTEC404 Use Digital Technologies to Collaborate in a Work Environment

Module 4 Workplace Health, Safety, and Operations

- BSBWHS411 Implement and Monitor WHS Policies, Procedures and Programs
- BSBWRT411 Write Complex Documents
- BSBOPS402 Coordinate Business Operational Plans

