

# **BSB40120 CERTIFICATE IV IN BUSINESS**

## **COURSE OVERVIEW**

**Vanguard Business Education  
RTO ID 91219**

[www.vanguardbusinesseducation.edu.au](http://www.vanguardbusinesseducation.edu.au)

## About Vanguard Business Education

At Vanguard Business Education, we believe in people. We believe that everyone has the potential to succeed, and we are here to help them do just that. Our customised business skills training and personal development programmes are designed to refresh skills, build confidence and motivate individuals to reach their full potential.

Since 2006, we have been experts in our field, developing systems and courses with sustainable outcomes for our clients. We know that one size does not fit all, which is why we tailor our programmes to meet the specific needs of each individual or organisation we work with. Our team of experienced trainers are passionate about what they do, and they bring that energy and enthusiasm to every training session.

We understand that investing in training can be a big decision, which is why we offer flexible payment options to make it more accessible. Our clients have seen real results from our programmes - increased productivity, improved team morale, enhanced communication and real workplace outcomes. We remain committed to ongoing support and follow-up, ensuring every learner continues to benefit long after the programme has ended.

At Vanguard Business Education, we are not just a training provider - we are a partner in your success.

## Why We Exist

Too many courses are built around old models - rigid, theoretical and slow to evolve. Vanguard Business Education exists for the ambitious realist. People who want results, not red tape. People who want modern, measurable business skills delivered in a way that fits real life.

## Our Story

Vanguard Business Education began in 2006 as KS Training. Our purpose was simple: create learning experiences that genuinely matter in the real world. Over time, we evolved - and so did the professionals we supported.

In 2020, we rebranded as Vanguard Business Education, a name that reflects our mission and the people we serve: forward-thinking, purpose-driven individuals ready to lead with confidence.

## Our Mission

To deliver transformative, nationally recognised business and leadership qualifications that are flexible, practical and backed by real human support - helping learners gain clarity, confidence and career momentum.

## Our Values

**Excellence:** We aim higher than "competent". Training should create lasting change.

**Innovation:** Future-focused learning that keeps students ahead.

**Collaboration:** Built with learners, not just for them.

**Inclusivity:** Talent has no postcode - and neither does potential.

**Integrity:** No hype. Just high-impact education that works.

**Lifelong Learning:** Progress never stops - and neither do we.

## Who We Help

Vanguard Business Education supports learners at every stage of their career:

**Starting your career:** Build foundational business skills and workplace confidence.

**Entering the workforce:** Gain practical, job-ready skills with nationally recognised qualifications.

**Changing careers:** Develop essential skills to transition into a new industry.

**Balancing work and family:** Access fully flexible, self-paced study supported by real trainers and SmartCoach AI.

## Online Learning

This course is delivered online - ideal for busy people who want flexibility without losing support. Learn from any location, at your own pace, with:

- Modern online learning systems
- Virtual trainer support
- SmartCoach AI assistance
- Engaging learning activities
- Real human help whenever you need it

Your investment in learning is an investment in your future. We work diligently to ensure every learner receives the support they need to progress confidently and successfully.

## About This Qualification

This qualification prepares individuals for business services roles with supervisory responsibilities. Learners develop practical skills in communication, digital collaboration, document production, workplace compliance and personal effectiveness. Perfect for those seeking to advance their career in business administration and operations, this qualification combines job-ready skills with flexible online learning.

## Who This Course Is For

This course is ideal for individuals who are:

- Working in business services roles with supervisory responsibilities
- Seeking to develop broader business operations skills
- Moving into administrative or operational coordination roles
- Looking for a nationally recognised qualification
- Balancing work, family or other commitments

## What You Will Learn

Graduates will gain skills in:

- Communication strategies and relationship management
- Critical thinking and decision-making
- Digital technologies and collaborative tools
- Complex document and spreadsheet production
- Personal health, wellbeing and work priorities
- Workplace health and safety compliance
- Business risk management
- Meeting coordination and organisation

## Delivery and Study Options

**Mode:** 100% online

**Duration:** Up to 12 months

**Study commitment:** 8-10 hours per week

**Support:** Qualified trainers, online facilitators, SmartCoach AI learning assistance

## Units You Will Complete

A total of 12 units must be completed: 6 core + 6 elective.

Units are delivered through four integrated learning clusters:

### Cluster 1: Communication and Relationship Management

*Focus: workplace communication, collaboration, decision-making and interpersonal strategies*

- BSBXCM401 Apply communication strategies in the workplace
- BSBTWK401 Build and maintain business relationships
- BSBCRT411 Apply critical thinking to work practices

## Cluster 2: Digital and Document Skills

*Focus: digital capabilities, document production, collaborative technologies*

- BSBTEC404 Use digital technologies to collaborate in a work environment
- BSBTEC401 Design and produce complex text documents
- BSBTEC402 Design and produce complex spreadsheets
- BSBWRT411 Write complex documents

## Cluster 3: Wellbeing, Work Priorities and Personal Effectiveness

*Focus: self-management, productivity, personal development*

- BSBPEF401 Manage personal health and wellbeing
- BSBPEF402 Develop personal work priorities

## Cluster 4: Compliance, WHS and Risk Management

*Focus: organisational governance, safety, risk processes, meeting coordination*

- BSBWHS411 Implement and monitor WHS policies, procedures and programs
- BSBOPS403 Apply business risk management processes
- BSBOPS405 Organise business meetings



## Career Opportunities

Possible job roles include:

- Business Administrator
- Office Coordinator
- Operations Coordinator
- Administrative Officer
- Business Support Officer
- Project Support Officer

*Completion of this qualification does not guarantee employment.*

## Entry Requirements

There are no training package entry requirements. Learners will need:

- Access to a computer and internet
- Basic digital literacy
- Suitable language, literacy and numeracy skills

*A pre-enrolment LLN assessment is required.*

## Fees and Payment Options

**Course fee:** Contact us for current pricing

**Payment options:** Payment plans available

Full details are available in the Fees and Refunds Policy.

## RPL and Credit Transfer

Recognition of Prior Learning (RPL) is available for learners with relevant experience.

Credit Transfer is available for units previously completed with another RTO.

## Why Study With Us?

At Vanguard Business Education, we are not just a training provider - we are a partner in your success.

- Flexible, self-paced online learning that fits around work and family
- Support from qualified trainers who are passionate about your success
- Practical, workplace-ready training designed for real-world application
- Modern digital learning tools including SmartCoach AI
- Clustered delivery for integrated, real-world learning
- Ongoing support and follow-up to ensure lasting results
- Customised programmes that recognise individual needs
- Experienced team with expertise since 2006
- Real results: increased productivity, improved team morale, enhanced communication
- Built for the ambitious realist who wants results, not red tape

## How to Enrol

1. Submit an enquiry or application
2. Complete a pre-training review

3. Complete an LLN assessment
4. Finalise enrolment and begin your course

## RTO Responsibility Statement

*Vanguard Business Education (RTO 91219) is responsible for the quality of training and assessment and for issuing AQF certification documentation.*

## Third-Party Statement

*SmartCoach AI provides learning support only. All training, assessment and certification are delivered by Vanguard Business Education.*

## Publication Disclaimer

*Information in this brochure is correct at the time of publication and may be subject to change.*

[www.vanguardbusinesseducation.edu.au](http://www.vanguardbusinesseducation.edu.au)

RTO 91219 | BSB40120 Certificate IV in Business

# BSB40120\_Marketing\_Brochure (1)



Unlock your potential with Vanguard Business Education's tailored training programs designed for real-world success. Since 2006, we have empowered individuals and organizations with flexible, practical learning experiences that enhance skills, boost confidence, and drive measurable results. Join us and become part of a community committed to lifelong learning and professional growth.