



**CANBERRA**  
BUSINESS & TECHNOLOGY COLLEGE

## **BSB40120**

### **Certificate IV in Business**



**Canberra, Australia**



# CANBERRA

## BUSINESS & TECHNOLOGY COLLEGE

### Qualification Code and Title

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#### **BSB40120 - Certificate IV in Business**

CRICOS Course Code: 105610A

### Provider Details

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**The Canberra Training School Pty Ltd t/a Canberra Business & Technology College**

RTO Code: 40882

CRICOS Provider Code: 03465J

### Course Overview

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This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have supervisory performance accountabilities..

Individuals in these roles carry out a mix of specialist and moderately complex administrative or operational tasks that require self-development skills..



Course Details:

<https://training.gov.au/Training/Details/BSB40120>

### Entry Requirements

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This course has the following entry requirements:  
International students must:

- Be at least 18 years of age.
- Have an IELTS score of 5.5 or equivalent (test results must be no more than 2 years old) with 5.0 in each band
- Have completed a Year 12 or equivalent high school certificate

Candidates will also be required to complete a pre-enrolment Candidate Self-Assessment as part of the application and participate in a course entry interview to determine suitability for the course.

### Course Duration

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#### **One (1) year full time**

*Total Duration:* 52 Weeks (including holidays and breaks)

*Contact (delivery) Weeks:* 40 Weeks

This course will be delivered over a period of 52 weeks (including holidays). Classes will be scheduled for 40 weeks over 4 academic terms of 10 weeks each. There will be a 2-week break between the terms and a 6-week Christmas holiday end of the year.