

BSB40120

CERTIFICATE IV in BUSINESS



Units of Competency

- BSBPEF502** Develop and use emotional intelligence
- BSBCRT411** Apply critical thinking to work practices
- BSBPEF401** Manage personal health and wellbeing
- BSBTWK401** Build and maintain business relationships
- BSBXCM401** Apply communication strategies in the workplace
- BSBWRT411** Write complex documents
- BSBTEC404** Use digital technologies to collaborate in a work environment
- BSBWHS411** Implement and monitor WHS policies, procedures, and programs
- BSBLDR411** Demonstrate leadership in the workplace
- BSBOPS405** Organise business meetings
- BSBPEF402** Develop personal work priorities
- BSBMKG433** Undertake marketing activities

Smart and Skilled funding available for eligible students

Course Insights

Requirements: Police Check / Working With Children Check (workplaces may vary)

Work Placement: Recommended 80 hours

Course Duration: up to 12 months

Course Completion: Your certificate will be issued within 28 days of completing your course and requirements

Modes of Delivery

Online: Flexible, self-paced learning

Distance: Paper-based learning with support

Traineeship: Workplace-based training combined with study

Already working in the industry?
Ask about subsidised traineeship!



Contact Us
granville@hnh.org.au
(02) 9682 0100



BSB40120

CERTIFICATE IV in BUSINESS (Leadership)



Units of Competency

- BSBPEF502 Develop and use emotional intelligence
- BSBCRT411 Apply critical thinking to work practices
- BSBPEF401 Manage personal health and wellbeing
- BSBTWK401 Build and maintain business relationships
- BSBXCM401 Apply communication strategies in the workplace
- BSBWRT411 Write complex documents
- BSBTEC404 Use digital technologies to collaborate in a work environment
- BSBWHS411 Implement and monitor WHS policies, procedures, and programs
- BSBCMM412 Lead difficult conversations
- BSBXTW401 Lead and facilitate a team
- BSBLDR411 Demonstrate leadership in the workplace
- BSBXDB501 Support staff members with disability in the workplace

Smart and Skilled funding available for eligible students

Course Insights

Requirements: Police Check / Working With Children Check (workplaces may vary)

Work Placement: Recommended 80 hours

Course Duration: up to 12 months

Course Completion: Your certificate will be issued within 28 days of completing your course and requirements

Modes of Delivery

Online: Flexible, self-paced learning

Distance: Paper-based learning with support

Traineeship: Workplace-based training combined with study

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BSB40120

CERTIFICATE IV in BUSINESS (Financial Administration)



Units of Competency

- BSBPEF502** Develop and use emotional intelligence
- BSBCRT411** Apply critical thinking to work practices
- BSBPEF401** Manage personal health and wellbeing
- BSBTWK401** Build and maintain business relationships
- BSBXCM401** Apply communication strategies in the workplace
- BSBWRT411** Write complex documents
- BSBTEC404** Use digital technologies to collaborate in a work environment
- BSBWHS411** Implement and monitor WHS policies, procedures, and programs
- BSBHRM416** Process payroll
- BSBFIN301** Process financial transactions
- BSBFIN302** Maintain financial records
- BSBFIN401** Report on financial activity

Smart and Skilled funding available for eligible students

Course Insights

Requirements: Police Check / Working With Children Check (workplaces may vary)

Work Placement: Recommended 80 hours

Course Duration: up to 12 months

Course Completion: Your certificate will be issued within 28 days of completing your course and requirements

Modes of Delivery

Online: Flexible, self-paced learning

Distance: Paper-based learning with support

Traineeship: Workplace-based training combined with study

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BSB40120

CERTIFICATE IV in BUSINESS (Cyber Security)



Units of Competency

- BSBPEF502** Develop and use emotional intelligence
- BSBCRT411** Apply critical thinking to work practices
- BSBPEF401** Manage personal health and wellbeing
- BSBTWK401** Build and maintain business relationships
- BSBXCM401** Apply communication strategies in the workplace
- BSBWRT411** Write complex documents
- BSBTEC404** Use digital technologies to collaborate in a work environment
- BSBWHS411** Implement and monitor WHS policies, procedures, and programs
- BSBXCS402** Promote workplace cyber security awareness and best practices
- BSBXCS405** Contribute to cyber security incident responses
- BSBXCS401** Maintain security of digital devices
- BSBXCS403** Contribute to cyber security threat assessments

Smart and Skilled funding available for eligible students

Course Insights

Requirements: Police Check / Working With Children Check (workplaces may vary)

Work Placement: Recommended 80 hours

Course Duration: up to 12 months

Course Completion: Your certificate will be issued within 28 days of completing your course and requirements

Modes of Delivery

Online: Flexible, self-paced learning

Distance: Paper-based learning with support

Traineeship: Workplace-based training combined with study

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