

LEADERSHIP & MANAGEMENT

NATIONAL CODE: BSB40120

CERTIFICATE IV IN BUSINESS

Step into leadership with Certificate IV in Business and build practical skills to manage, lead and succeed in dynamic business environments.

CAMPUSES

BRISBANE CAMPUS (ADELAIDE STREET 2)

OVERVIEW

INTAKES
Monthly

DURATION
52 weeks

INDUSTRY PLACEMENT

INTERNATIONAL STUDENTS
Yes

CRICOS CODE:
105196K

CONTACT HOURS
20

Entirely On-Campus

CERTIFICATE IV IN BUSINESS

The BSB40120 Certificate IV in Business is designed for individuals working in a range of business service roles who are ready to take on supervisory responsibilities. This qualification equips students with well-developed administrative and operational skills, enabling them to solve unpredictable problems, analyse information, and contribute to workplace improvement. Graduates will be able to lead teams, support business operations and apply practical business knowledge across diverse industries.

What You'll Learn

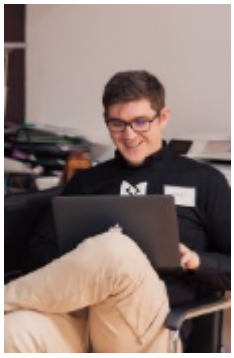
- Apply critical thinking to improve workplace practices and solve problems
- Use digital technologies to collaborate and communicate effectively
- Build and maintain strong professional business relationships
- Implement and monitor workplace health and safety policies and programs
- Write complex documents and design advanced business materials
- Manage meetings and contribute to successful project outcomes
- Identify and manage business risks with confidence
- Develop personal work priorities and maintain health and well-being

Career Outcomes

MANAGER, TEAM LEADER, OFFICE ADMINISTRATOR



Zhang Jing
An effective teacher is one who directs, facilitates and manages the students' learning process. Da Teng is one of them. I like his flexible teaching style, positive belief in the ability to solve translating problems, willingness and motivation to listen and caring for students.



Rob Manz
I'm very happy with the service and education Charlton Brown provided! Alvin's teaching was fun, creative and entertaining. He likes to talk about trending topics in the class. He's also fast at answering any questions.

INTAKE DATES

TBA - Expressions of Interest

TUITION FEES (**DOMESTIC / PERMANENT RESIDENT**)

Course Name	Course Duration	Domestic / Permanent Resident	Campus Availability	Intakes
Certificate IV in Business	52 weeks	$4,500	BNE2	Monthly

ENTRY REQUIREMENTS

AGE	GRADE	IELTS
16	10	5.0

- **AGE**
  Minimum age of 16 years or turning 16 years old prior to commencement of the course
- **EDUCATION & EXPERIENCE REQUIREMENTS**
  Year 10 Australian Senior High School Certificate, or equivalent (e.g. completion of Year 11 in the students home country) with full academic results.
- **ENGLISH LANGUAGE**
  Intermediate English (equivalent to 5.0 academic or general IELTS) or successful completion of college LLND Test
- **REQUIRED IDENTIFICATION**
  Photo ID and evidence of citizenship (international students must provide copy of passport)

COMPUTER SKILLS & EQUIPMENT

Students on this course require computer access for learning purposes and to complete course assessments. As such, learners must have beginner/intermediate computing skills including use of Microsoft Office programmes, in addition to hardware requirements of a desktop or portable computer with keyboard, pointing device, speaker, web camera and microphone, and a broadband internet connection.

FURTHER INFORMATION

Students who are unable to meet the academic or English language criteria may in some cases be eligble to undertake our Language, Literacy & Numeracy (LLN) test. Criteria may change at any time without notice. Additional English language requirements may apply to international applicants from non-English speaking backgrounds wishing to articulate on a visa package into a university programme. Students must be able to (and are required to) enrol, participate, demonstrate progression-of, and complete this course.

BRISBANE CAMPUS (ADELAIDE STREET 2) COURSE TRAINERS

Lily Ye
TBA

BRISBANE CAMPUS (ADELAIDE STREET 2) & FACILITIES

YOUR CAMPUS

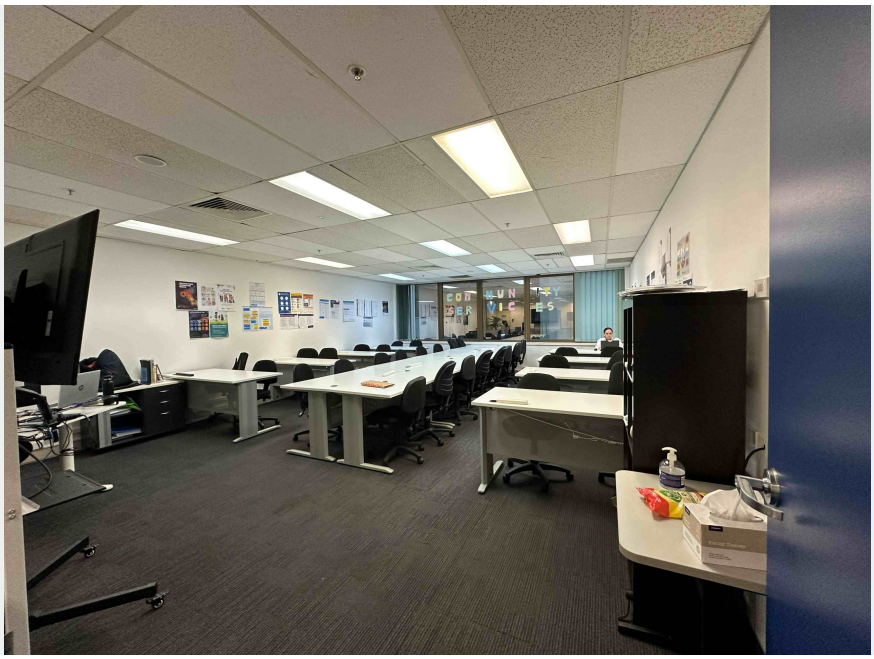
Charlton Brown – 316 Adelaide Street, Brisbane

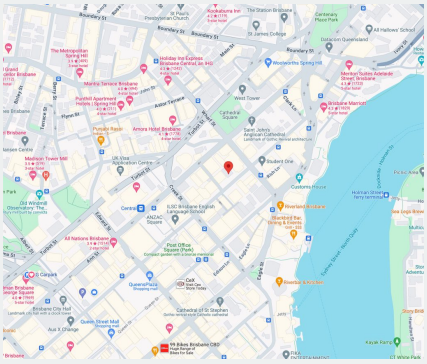
Charlton Brown is proud to unveil its newest campus at Level 3, 316 Adelaide Street, right in the heart of Brisbane's dynamic city centre. This state-of-the-art facility has been purposefully designed to deliver an inspiring, hands-on learning experience for the next generation of professionals.

More than just a modern campus, 316 Adelaide Street is a hub for innovation, collaboration, and career development. Surrounded by Brisbane's vibrant cafes, green spaces, and cultural landmarks, it offers students an authentic urban learning environment that blends academic excellence with real-world opportunity.

With seamless access to public transport, students can easily connect from all parts of the city—making study more convenient and accessible than ever before.

This new campus embodies Charlton Brown's ongoing commitment to quality education, community, and growth. It's a place where students don't just learn—they thrive, connect, and build meaningful pathways to their future careers.





http://316 Adelaide St, Brisbane City QLD 4000

SESSION LOCATIONS



BRISBANE CENTRE 2 ROOM 6

BNE CTR2

LARGE INTERACTIVE TV | WHITEBOARD | LECTURE SEATING

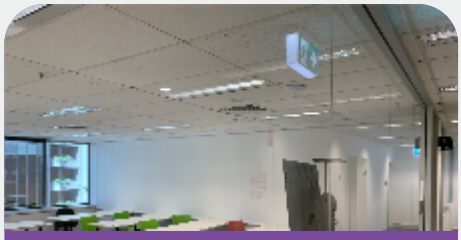
NIET Group Brisbane Centre 2 – Classroom 6 (Certificate IV in Business)

In the heart of Brisbane's dynamic CBD, our second campus is where innovation, strategy, and leadership take shape.

Room 6 is dedicated to our Certificate IV in Business program — a space designed to inspire confidence, creativity, and collaboration. Here, students refine their business acumen, develop leadership skills, and learn to think strategically in a modern, forward-focused environment.

With contemporary facilities, interactive learning spaces, and a culture of excellence, Room 6 empowers emerging professionals to transform ideas into impact — and step confidently into the world of business.

VIEW IN MAP



BRISBANE CENTRE 2 ROOM 5

BNE CTR2

LARGE INTERACTIVE TV | WHITEBOARD | LECTURE SEATING

NIET Group Brisbane Centre 2 – Classroom 5 (Generic Classroom)

Classroom 5 is a dynamic and adaptable learning space that supports a wide range of academic and vocational programs across the NIET Group.

Designed to promote collaboration and engagement, this classroom provides an inclusive environment where students from diverse disciplines come together to learn, share ideas, and build essential skills for their future careers.

Through interactive lessons and group discussions, Classroom 5 fosters curiosity, confidence, and critical thinking — empowering students to connect theory with real-world application.

Classroom 5 embodies NIET's mission to deliver quality education that inspires excellence and prepares students for success in a global learning community.

VIEW IN MAP