



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

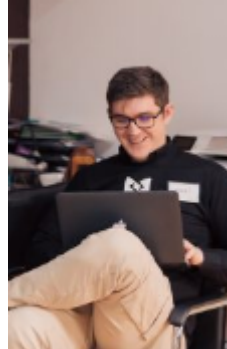
### Career Outcomes

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
<b>16</b>	<b>10</b>	<b>5.0</b>

### ■ 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 LLN 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 eligible 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.

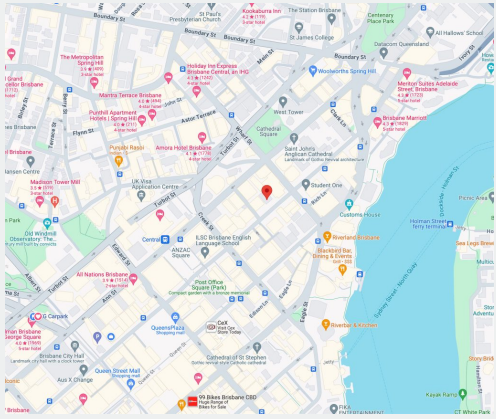
**BRISBANE CAMPUS (ADELAIDE STREET 2) COURSE TRAINERS**

Kylie Ma

—

**BRISBANE CAMPUS (ADELAIDE STREET 2) & FACILITIES****YOUR CAMPUS**

Charlton Brown is proud to introduce its latest campus located at 316 Adelaide Street, Brisbane, a state-of-the-art facility designed to provide students with an unparalleled learning experience. Situated in the heart of Brisbane's bustling city center, this modern campus is not just a place of learning but a hub of innovation and professional development. 316 Adelaide Street is more than just its physical amenities; it's located in a vibrant area surrounded by cafes, parks, and cultural sites, providing students with a rich urban experience. The campus is easily accessible by public transport, making it convenient for students traveling from various parts of the city. Charlton Brown's new campus reflects our commitment to providing high-quality education in an environment that inspires and motivates. It's a place where students can learn, grow, and prepare for successful careers in their chosen fields.



[316 Adelaide Street, Brisbane](#)

## SESSION LOCATIONS



### ANN ROOM 9

**ANN  
CTR**

PROJECTOR

MULTIMEDIA WALL

LECTURE SEATING

NIET Group Ann Street Centre is the home of Charlton Brown vocational courses in Brisbane CBD, with a dedicated Fashion Lab, aged care and child care training facilities. With 10 massive classrooms and intimate breakout rooms.

VIEW IN MAP



### BRISBANE ROOM 10

**BNE  
CTR**

SMART TV

LECTURE CHAIRS

Our dedicated IT lab features a modern smart board, to enable our lecturers to deliver highly engaging, multimedia presentations

VIEW IN MAP

