

2024 Academic Timetable

BSB40120 - Certificate IV in Business (52 Weeks)

Date (Week starting Monday)	Week	Unit of Competency
15-Jan-24	1	BSBCRT411 Apply critical thinking to work practices
22-Jan-24	2	BSBCRT411 Apply critical thinking to work practices
29-Jan-24	3	BSBCRT411 Apply critical thinking to work practices
5-Feb-24	4	BSBTWK401 Build and maintain business relationships
12-Feb-24	5	BSBTWK401 Build and maintain business relationships
19-Feb-24	6	BSBTEC404 Use digital technologies to collaborate in a work environment
26-Feb-24	7	BSBTEC404 Use digital technologies to collaborate in a work environment
4-Mar-24	8	BSBTEC404 Use digital technologies to collaborate in a work environment
11-Mar-24	9	BSBTEC404 Use digital technologies to collaborate in a work environment
18-Mar-24	10	BSBTEC404 Use digital technologies to collaborate in a work environment
Term Break (3 Weeks)		
15-Apr-24	14	BSBWHS411 Implement and monitor WHS policies, procedures, and programs
22-Apr-24	15	BSBWHS411 Implement and monitor WHS policies, procedures, and programs
29-Apr-24	16	BSBWHS411 Implement and monitor WHS policies, procedures, and programs
6-May-24	17	BSBCMM411 Make presentations
13-May-24	18	BSBCMM411 Make presentations
20-May-24	19	BSBWRT411 Write complex documents
27-May-24	20	BSBWRT411 Write complex documents
3-Jun-24	21	BSBWRT411 Write complex documents
10-Jun-24	22	BSBWRT411 Write complex documents
17-Jun-24	23	BSBWRT411 Write complex documents
Term Break (3 Weeks)		
15-Jul-24	27	BSBXCM401 Apply communication strategies in the workplace
22-Jul-24	28	BSBXCM401 Apply communication strategies in the workplace
29-Jul-24	29	BSBXCM401 Apply communication strategies in the workplace
5-Aug-24	30	BSBPEF402 Develop personal work priorities
12-Aug-24	31	BSBPEF402 Develop personal work priorities
19-Aug-24	32	BSBPEF402 Develop personal work priorities
26-Aug-24	33	BSBPEF403 Lead personal development
2-Sep-24	34	BSBPEF403 Lead personal development
9-Sep-24	35	BSBPEF403 Lead personal development
16-Sep-24	36	BSBPEF403 Lead personal development
Term Break (2 Weeks)		
7-Oct-24	39	BSBCRT412 Articulate, present and debate ideas
14-Oct-24	40	BSBCRT412 Articulate, present and debate ideas
21-Oct-24	41	BSBCRT412 Articulate, present and debate ideas
28-Oct-24	42	BSBCRT412 Articulate, present and debate ideas
4-Nov-24	43	BSBMKG434 Promote products and services
11-Nov-24	44	BSBMKG434 Promote products and services
18-Nov-24	45	BSBMKG434 Promote products and services
25-Nov-24	46	BSBTEC403 Apply digital solutions to work processes
2-Dec-24	47	BSBTEC403 Apply digital solutions to work processes
9-Dec-24	48	BSBTEC403 Apply digital solutions to work processes
Term Break (4 Weeks)		