



RTO No. 46394

BSB40120 – Certificate IV in Business

Mode of Delivery	Face to Face/Online/Correspondence 26	
Duration	weeks including 2 weeks of holidays \$	
Fees	Tuition Fees	4000 \$150
	Registration/Enrolment:	\$500
	Materials/Resources/Student Services & Amenities	
Location(s)	Level 3, 89 Overton Rd, Williams Landing, Victoria	

Qualification Overview

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. They use well-developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems and analyse information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Office Administrator
- Sales Assistant
- Trade Coordinator
- Assistant Records Manager
- Analyst
- Customer service assistant
- Administrator
- Medical Receptionist



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Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Pre-Requisites: There are no pre-requisites for this qualification.

Entry Requirements:

- The applicant must be 18-year-old or over.
- The applicant must be Australian/New Zealand citizen or permanent Australian resident.
- The applicant must be must complete literacy and numeracy test and the pre-training review. Applicant will be assessed for suitability through a pre-training review. As a result of the pre-training review, any applicant with identified barriers will be referred to the appropriate support services/office or referred externally where required.

Qualification Structure

To achieve this qualification, the candidate must demonstrate competency in 12 units as follows:

- 6 core units, and,
- 6 elective units.

Unit Code and Title	Core or Elective
BSBCRT411 Apply critical thinking to work practices	Core
BSBTEC404 Use digital technologies to collaborate in a work environment	Core
BSBTWK401 Build and maintain business relationships	Core
BSBWHS411 Implement and monitor WHS policies, procedures, and programs	Core
BSBWRT411 Write complex documents	Core
BSBXCM401 Apply communication strategies in the workplace	Core
BSBPEF401 Manage personal health and wellbeing	Elective
BSBPEF402 Develop personal work priorities	Elective
BSBXTW401 Lead and facilitate a team	Elective



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BSBOPS405 Organise business meetings	Elective
BSBMKG434 Promote products and services	Elective
BSBSUS412 Develop and implement workplace sustainability plans	Elective

Learning and Assessment Methods Training

Arrangements

Class sessions are planned to ensure that you have a mixture of practical and theoretical components, and those classes cater for a wide variety of learning styles. Additionally, workplace practices and environments will be regularly simulated and used to conduct skills-based assessments in accordance with unit requirements.

Students are expected to follow their timetables and training plans. Homework tasks may include research, readings from related course material and continuing to work on assessment tasks. Students are provided with course materials such as Student Assessments which comprises of Knowledge and Skill assessment.

Assessment Arrangements

Assessment will be conducted individually/ in groups. You will be provided with a Student Assessment Booklet for each unit of competency which includes:

- A full description of all assessment tasks for the unit of competency
- Assessment instructions for each unit of competency
- Assessment resources for each unit of competency
- Details about when assessment will occur
- Details about assessment submission There are a variety of assessment methods used for this qualification including:
 - Written questions
 - Projects
 - Case studies
 - Role Plays
 - Research
 - Reports



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You will be required to complete assessments in class, and this is not expected to exceed 20 hours per week.

Additional Support during the course:

All students will complete a language literacy and numeracy assessment upon enrolment to determine their learning support needs. All students will be provided with a range of learning support options and resources to help you achieve competency.

Where additional support needs have been identified an Individual Support Plan will be developed which may include:

- Mentoring from trainers
- Additional classes, tutorials, and workshops
- Online support and exercises for some courses
- Computer and technology support
- Referral to external support services
- Reasonable adjustment to assessments

Provision of additional support services will be provided where necessary to enable students to participate in the same way as any other person regardless of whether support services have been required.

Recognition of Prior Learning (RPL)

Candidates may be able to shorten the length of their chosen qualification by supplying evidence of their previous training, employment experience or other life skills that directly relate to the qualification competencies. The evidence must be valid, sufficient, and authentic.

Contact SDG College directly to discuss your previous experience and we will be able to guide you through the RPL process.

Credit Transfer (CT)

Students may be able to shorten the length of their chosen qualification by considering previous studies. SDG College accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:

- AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or
authenticated VET transcripts issued by the Registrar.



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Credit Transfers will be granted upon the receipt of sufficient evidence to support the application and prior to the commencement of training.

Completion

At the successful completion of the course students will be awarded with the “Testamur” and a “Record of Results” which provides detailed Unit of Competency completed in the qualification.

At the Partial Completion of the course students will be awarded with a “Statement of Attainment” which will detail only the Unit of Competency that student has achieved competency from the course.

Future Study Pathways

After successful completion of your Certificate IV, you will have many other study options available to you. It may include a range of Diploma level qualifications within the BSB Training Package, or other Training Packages.

Payment terms and conditions including deposits and refunds

Prepaid fees (tuition fees and materials fees) must be made to SDG College Pty Ltd upon enrolment and prior to commencement of training. SDG College Pty Ltd reserves the right to withdraw your enrolment if payments are not made by the due date.

SDG College Pty Ltd does not collect more than \$1500 in prepaid fees from learners at any time.

Please refer to PP2.8 – Fees and Refunds Policy and Procedure available on the website and the student handbook.

Payment Plan

- Initial Deposit at the time of Enrolment - \$1400 (\$150 Registration fees + \$500 material fees + \$750 tuition fees)
- The remaining tuition fees to be paid in 5 equal instalments of \$650 monthly (from the date of commencement of the course)

You will be provided with a detailed payment plan at the time of enrolment. Please contact Student Support Officer 0468372157 or email your query at info@sdgcollege.edu.au for more information on the payment plan or any other query regarding the fees.