

## BSB40120 – Certificate IV in Business

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.

### Licensing/Regulatory Information

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

### Total Course Fees: \$6750

- Tuition fees: \$ 6000
- Registration fees: \$250
- Material fees: \$500

### Payment Plan

- Initial Deposit at the time of Enrolment- \$1500 (\$250 Registration fees + \$500 material fees + \$750 tuition fees)
- The remaining tuition fees to be paid in 7 equal instalments of \$750 on a monthly basis (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 at 03xx or email your query at [info@sdgcollege.edu.au](mailto:info@sdgcollege.edu.au) for more information on the payment plan or any other query regarding the fees*

**Course Duration:** Total duration is 26 weeks including 2 weeks of holidays

**Course Delivery:** Face to face

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

### Entry Requirements:

- 18 years of age or over
- Students need to have either successfully finished Australian Year 12 or an equivalent level of education, or hold a Certificate IV or a higher qualification from an Australian educational institution
- Australian/New Zealand citizen or permanent Australian resident.
- Have a valid Driver's Licence, Photo Card
- Meet prescribed Language, Literacy and Numeracy requirements.

- Applicants should have basic knowledge of computer including MS Office skills (Word, Excel and Power Point).
- Students are expected to bring their own laptop for the training and assessment, with the Windows 7 operating system or higher
- Pre-Training Review- All prospective students (the candidates) are interviewed through Phone or zoom and will have the course explained to them by a Student Services Officer. The purpose of this interview is to ensure the candidate understands the commitment of signing up to the course, entry requirements, course outcomes, and what is expected of the student during their studies with SDG College. The review also aims to identify training needs through questions on previous education or training, relevance of the courses to learner and relevant experience

**Attendance:** Students must attend all training sessions.

**Units of Competency:** To complete BSB40120 Certificate IV in Business, a total of 12 units must be completed.

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

### Learning and Assessment Methods

**Pre-course-** Before starting this course, you will be required to complete a Language, Literacy and Numeracy (LLN) questionnaire. This quick questionnaire is used to determine your LLN skill level so that we can best support you in your studies.

**During the course:**

### 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 must attend 20 hours per week in the classroom. Homework tasks may include research, readings from related course material and continuing to work on assessment tasks. Students are provided with course material such as Student Assessments which comprises of Knowledge and Skill assessment. Additionally, learner guides, PowerPoint presentations, self-study Guide, session plan and various class activities. Classroom settings will ensure full access to computers, internet, whiteboards and trainer and assessor.

### **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

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.

### **Credit Transfer (CT):**



You may be eligible for Credit Transfer if you are able to demonstrate that you have achieved competency in the same or equivalent unit/s in a Nationally Recognised Training from any Registered Training Organisation. Please read the Credit Transfer Policy and Procedure for more details.

### **Recognition of Prior Learning (RPL):**

If you think that you have already gained the skills and experience for a unit or entire qualification, you can apply for RPL to get recognised as competent for parts or a whole nationally recognised qualification. Not everyone will get credited for their skills and knowledge. Successful applicants will need to demonstrate a reasonable amount of experience in the area their course covers. Contact us to know more about our RPL process.

**Pathway:** It provides a pathway to further learning and work in various business roles and settings. 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

### **Completion**

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

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

*For more information, please contact our friendly Student Support Officer at **0468 372 157** or email your query at **[info@sdgcollege.edu.au](mailto:info@sdgcollege.edu.au)***