



# BSB40120

## Certificate IV in Business



### Course 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.

There are no specific entry requirements for this program, and it is targeted for domestic, corporate and industries for students wishing to obtain higher degree qualifications. The development of the program was with a consultation with industry advisors to respond to a need that has developed for additional educational vacancies for specialist Business industry positions that will benefit from Nationally Recognised Training.

Several units of competency require the use of a computer. **You are expected to supply your own device such as a laptop, notebook or Ipad** that is capable of Wi-Fi connectivity and loaded with the Microsoft suite of programs. As a candidate, you will be required to show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role.

The course is a pack of 12 units of competence consisting of 6 core units and 6 elective units. This course has been designed to suit the needs of those who wish to complete Business and work within the various Business sectors in various business roles.

### Units of Competency

Course Units		
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
BSBCMM411	Make presentations	Elective
BSBINS401	Analyse and present research information	Elective
BSBLDR411	Demonstrate leadership in the workplace	Elective
BSBSUS411	Implement and monitor environmentally sustainable work practices	Elective
BSBPEF402	Develop personal work priorities	Elective
BSBPEF502	Develop and use emotional intelligence	Elective

## Duration

- The training program will be a period of 52 weeks.
- A student will be offered the entire 12 UOC prior to exit or a component of a qualification dependent on their enrolment requests

This course is accredited by the Australian Skills Quality Authority (ASQA) and is compliant with the Australian Qualification Framework.



## Total Course Fee

Full Cost: \$4,250.00

RPL Cost: \$950.00

RPL Assessment Fee: \$150.00

(Assessment fee for initial review)

## Certification

All assessments must be completed successfully for the issue of a certificate for BSB40120 Certificate IV in Business. Completion of less than all UOC will see a Statement of Attainment issued. All financial payments must be completed before any certification is issued.

## Enrolment Fee Payment

Career Development and Training collects student fees in advance and therefore it will comply with the following options for initial and continuing fee collection and registration:

- Students, or the person responsible for paying the tuition fees, can pay via instalments;
- A payment plan for any outstanding fees can be negotiated and will be detailed on a separate document.

### Policies and Procedures

#### Assessment

CDT will use a combination of assessment methods and approaches which will involve collecting a range of evidence for ensuring consistency of competency. Assessment may include a combination of various styles of assessments to be completed in-class or online via Moodle. You can study by distance.

**Recognition of Prior Learning (RPL)** – is offered for more information – refer to website [www.cd.edu.au](http://www.cd.edu.au)

#### Re-Assessment

Where a student fails one (1) or more assessment methods within a single Unit of Competency (UOC), they are to be re-assessed once, free of charge, and this must be completed within the immediate operational study period or as soon as possible following that study period, as per Career Development and Training's re-assessment policy. If the student does not pass one (1) or more assessment methods following the free re-assessment period they are to be offered two (2) more opportunities for reassessment, with the provision, that they must be charged a fee for each opportunity within the immediately following study period or as soon as possible following that study period. Refer to policies and procedures in Student Information Handbook on website: [www.cd.edu.au](http://www.cd.edu.au)

Level 3, 84-86 Mary Street, Surry Hills, NSW, AUSTRALIA 2010

**Email:** [info@cd.edu.au](mailto:info@cd.edu.au) **Website:** [www.cd.edu.au](http://www.cd.edu.au)