



Transforming life through education & training

BSB40120

CERTIFICATE IV IN BUSINESS



QUALIFICATION OVERVIEW

QUALIFICATION CODE & TITLE

BSB40120 CERTIFICATE IV IN BUSINESS

<https://training.gov.au/Training/Details/BSB40120>

DESCRIPTION

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.

PACKAGING RULES

Six (6) core and six (6) elective units are required for the award of the BSB40120 Certificate IV in Business. Units have been selected in, accordance with the packaging rules and are relevant to the work outcome, local industry requirements, and qualification level.

The latest release of the qualification and packaging rules can be found at the following link:

<https://training.gov.au/Training/Details/BSB40120>

LEARNERS' CHARACTERISTICS AND TARGET GROUP

Target groups for the BSB40120 Certificate IV in Business are international students who are:

**Seeking to
pursue a career
in BUSINESS**

**Seeking to
enter a new
industry sector**

**Seeking
a pathway to higher
level qualifications**

Characteristics of the target group are as follows:

Students will usually be new entrants. However, credit and/or RPL can be provided for those with existing skills and knowledge allowing such students to complete the course in a shorter timeframe.

Students will be from a range of countries and may be living in Australia for the first time or may have been here in the recent or more distant past.

Many will speak English as a second language, although an entry-level has been set to ensure students are, able to complete coursework.

Students are expected to typically fall into the age range of 18 – 35 as people still establishing or changing careers.

DELIVERY MODE

This program is delivered in the classroom (face to face).

COURSE DURATION

This qualification will be delivered over

52 Weeks

including 40 weeks of training and assessment spread over 4 terms of 10 weeks each and 12 weeks of holidays.

ENTRY REQUIREMENT

There are no entry requirements under the training package.

Vocational Skills Australia has the following entry requirements:
International students must:



Be at least 18 years of age and have completed Year 12 or equivalent.



Participate in a course entry interview to determine suitability for the course and student needs and to check the GTE requirements.



Have an IELTS* score of 6.0 (test results must be no more than 2 years old).

English language competence can also be demonstrated through documented evidence of any of the following:

- Educated for 5 years in an English-speaking country; or
- Successful completion of minimum of (10 to 20) weeks of ELICOS with any provider before commencement of studies with VSA
<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500#Eligibility>
- Completed The Oxford Test of English to the level at least B1 under Common European Framework of Reference (CEFR)

*Note that other English language tests such as PTE and TOEFL can also be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 6.0 refer the below link for equivalent scores of different English language test providers
<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500#Eligibility>

Language, Literacy and Numeracy

Students will complete an LLN assessment Core Skills Profile for Adults (CSPA) using the LLN Robot test as part of the enrolment process. This ensures that the course is at an appropriate level for students and educational support is provided.

PATHWAYS

Potential employment options are in a range of business industry areas. Students who complete this course may wish to continue their education into the BSB50120-Diploma of Business or a range of Advanced Diploma qualifications, as well as higher education qualifications in Business Services Training Package.

COURSE CREDIT / RPL

Students may apply for recognition of existing qualifications or skills, knowledge, and experience (credit transfer or recognition of prior learning). The granting of course credit may affect course fees as well as the duration of the course.

This process is outlined in VSA International Enrolment Policy and Procedures and in Recognition of Prior Learning (RPL) and Credit Transfer Policy and Procedure.

COURSE STRUCTURE & DELIVERY

UNITS OF COMPETENCY

UNIT CODE	UNIT NAMES	CORE/ 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
BSBPEF402	Develop personal work priorities	Elective
BSBPEF502	Develop and use emotional intelligence	Elective
BSBCMM411	Make presentations	Elective
BSBSUS411	Implement and monitor environmentally sustainable work practices	Elective
BSBTEC401	Design and produce complex text documents	Elective
BSBTEC402	Design and produce complex spreadsheets	Elective

QUALIFICATION AND STATEMENT OF ATTAINMENT

Students will be required to achieve competency in all the above-mentioned unit of competencies to successfully achieve, qualification of Certificate IV in Business - BSB40120. A statement of attainment is issued if completion of units is less than the above-required unit of competencies.

FEES FOR THE QUALIFICATION

The total fee for the qualification includes:

- Enrolment fee: \$250 (Non-Refundable)
- Tuition fees: \$9,750 (this includes all course materials)

Vocational Skills Australia does not require international students to pay more than 50% of course fees prior to course commencement. However, Vocational Skills Australia provides students with the opportunity to pay more than 50% of their tuition fees prior to course commencement if they wish. The dates and amounts of fees are included in the Course Acceptance Agreement (payment Schedule)

Non-tuition fee/additional charges may apply and include:

SERVICES	COST
Application Fee	\$ 250.00 (non-refundable)
National Recognition (Credit Transfer)	No Charge / Nil
Recognition of Prior Learning (RPL):	
• Application Fee; and	\$250.00
• Assessment Fee per unit of competency	\$250.00
Reassessment (per Unit of Competency assessment)	\$200.00, applicable if "Not Satisfactory" Outcome after two consecutive attempts
Reprint of Statement of Attainment	\$50.00
Reprint of Testamur	\$50.00
Photocopying	50C (per black & white) photocopy single side 75C (per color) photocopy single side
Printing: Black and White.	50C (per black & white) printing single side 75C (per color) printing single side
Reissue of Student Card	\$50.00
Issue of Letter for Immigration	\$25.00
Interim Record of Results	\$25.00
Cancellation Fees	\$250.00
Bank dishonour fee	\$100.00
Laptop\Chrome Book (If required by Learner)	\$305.00 + Additional warranty cost for 1 year if required by learner
Debt collection	\$500.00
Late Payment Fee	10% may be charged if payments is made after due date

DELIVERY AND ASSESSMENT OVERVIEW

The qualification is delivered over 52 weeks comprising of:

- Four (4) terms of 10 weeks each (40 weeks total)
- Holiday breaks amounting to 12 weeks (as specified in the timetable)

Students are required to attend 20 hours of classroom training per week.

Homework / unsupervised study hours are expected to be approximately 5 hours a week.

The training and assessment schedule shows the weeks during which training is delivered and assessments conducted for each unit.

The total amount of training provided being structured classroom sessions is 540 hours.

Time scheduled for assessment in class is 260 hours. Homework which is unsupervised and may include research for assessments and general reading, as well as completion of the self-study activities is expected to be on average 5 hours a week.

Total delivery and assessment hours therefore amount to 800 hours (40 Weeks x 20 hours/week)

and the volume of learning (i.e., including unsupervised learning of homework) is 1,000 hours.

A detailed breakdown of hours is provided in the Training and Assessment Schedule.

Volume of Learning	Total Hours
Classroom Training Hours	540
Classroom Assessment Hours	260
Unsupervised Study Hours	200
Total hours	1000

Vocational Skills Australia has decided on the course duration and amount of training considering the AQF Volume of Learning, which is typically 0.5 – 2 years and 600 – 2400 hours. It is considered that the duration and amount of training provided will allow international students the opportunity to fully absorb the required knowledge, as well as develop skills over time. This amount is not reduced to account for existing competencies, as most learners will not have any prior relevant experience. However, where learners have prior skills and knowledge, they may apply for RPL or credit transfer, which will reduce the course duration if granted.

Vocational Skills Australia operates a system of rolling enrolments meaning that students may commence at the beginning of any unit. Students may enter the qualification after any unit, as there are no prerequisites for any units. The Training and Assessment Schedule is shown in terms, and this represents the scheduling of units on commencement. However, depending on when a student joins the course, the term number will vary.

FACILITIES AND EQUIPMENT

Students will have access to adequate training facilities such as the following:

- Classrooms that are spacious, well-lit with air-conditioning for temperature control.
- Easy student access to bathroom facilities, parking, meal and drink facilities and transport.
- Classroom layout that facilitates student learning (display systems, data projectors).
- Office 365 access through their VSA official email address.
- Wi-Fi connection within campus and in lobby
- Tea & Coffee facilities
- Learning and assessment materials as outlined in this TAS.

In addition, all students who are undertaking this qualification must have the following resources while in class.

- A laptop or computer that is installed with Microsoft Office or similar, VSA can provide laptop on reasonable additional cost for long term borrowing
- Student can use VSA laptop without any cost on casual basis if student does not bring laptop in class.

SUPPORT ARRANGEMENT

Vocational Skills Australia provides learning and welfare support to ensure a supported and successful learning environment for all students. Support arrangements are detailed in the Educational & Support Services Policy and Procedures and details of all student support services are included in the Student Handbook and provided to students at orientation. Students' course progress is monitored throughout the course as per our Course Progress and Intervention Policy and Procedures.