	Program Pre-Enrolment Information & Overview BSB40212 - Certificate IV in Business	VET Quality Framework Standard 4 (Clause 4.1) Standard 5 (Clause 5.2)	
		Form No:	DOC-RTO-24.2

BSB40212 – Certificate IV in Business Course Information



<input checked="" type="checkbox"/>	QUALIFICATION LEVEL:	Certificate IV (AQF Level 4)
<input checked="" type="checkbox"/>	TRAINING PACKAGE:	BSB07 – Business Services
<input checked="" type="checkbox"/>	INDUSTRY STREAM / FIELD:	Business
<input checked="" type="checkbox"/>	COURSE DURATION:	6 Months
<input checked="" type="checkbox"/>	PRE-REQUISITES:	Nil (Direct Entry)

The **Certificate IV in Business (BSB40212)** is a nationally-recognised qualification suited to people in a supervisory, management or business or project management role (such as an Administrator or Project Officer). This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

Preferred pathways for prospective learners entering this qualification include:

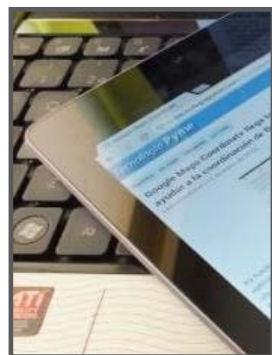
- BSB30112 Certificate III in Business or other relevant qualification/s;
- OR**
- With vocational experience assisting in a range of environments providing administrative or operational support to individuals and/or teams without a formal business qualification.



Examples of indicative job roles for candidates seeking entry based upon their vocational experience include: Accounts Clerk; Customer Service Advisor; Clerk; E-business Practitioner; Legal Receptionist; Medical Receptionist; Office Administration Assistant; Student Services Officer; and Word Processing Operator. This breadth of expertise would equate to the competencies required to undertake this qualification.

LEARNER ENROLMENT REQUIREMENTS

To successfully complete this program, you **MUST**:



- Have access to a fully-functional computer / smart device loaded with a web browser (e.g. Internet Explorer, Firefox) and appropriate software applications to read PDF files (e.g. Adobe), produce documents (e.g. Microsoft Word, PowerPoint), and analyse information and data (e.g. Excel); and
- Have access to a computer / smart device with reliable Internet Access; and
- Have a camera on your internet-enabled device; and
- Have a Skype account; and
- Have a current valid email account for online learning and assessment communication and support; and
- Have a telephone and current valid telephone number for learning and assessment communication, support and interviews; and
- Successfully complete all assessment tasks to the required published standard.

You will need:

- **Language and literacy skills** at a level that enables you to read, interpret, communicate and apply a range of information and data (including legislation, workplace and compliance documents and materials, and performance data), to write reports and other business documents for a variety of audiences, to provide clear information, instructions and feedback to others, and to present and address issues;

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LEARNER ENROLMENT REQUIREMENTS

You will need:

- **Numeracy skills** at a level that enables you to plan and manage time, resources and budgets, to read and understand workplace figures, statistics and measurements, to collect, calculate and analyse workplace data (including performance results), and to solve routine workplace and operational problems;
- **Technology skills** to conduct online research using a web browser (e.g. Internet Explorer, Firefox) and to use a variety of software applications to send e-mails with attachments, read PDF files (e.g. Adobe), produce documents (e.g. Microsoft Word, PowerPoint), analyse WHS information and data (e.g. Excel);
- **The ability to research information and data** from a variety of sources;

COURSE OVERVIEW

This qualification requires completion of **ten (10) units of competency**, comprising one (1) core unit and nine (9) elective units – addressing a variety of topics and subject-matter areas including, but not limited to: WHS Compliance & Monitoring; Risk Management; Project Management; Leadership & Team Effectiveness; Environmental Sustainability; Meeting Organisation; and Workplace Communication. Full details of the **Studywell College** program are documented below.

MODE OF DELIVERY

This program is **delivered completely online** via access to a dedicated Learning Management System, allowing you total control over the time, timing, place and pace at which you study and complete the assessment tasks and activities. You can enrol in and commence the qualification at any time, with **six (6) months from date of enrolment to complete the qualification**. We envisage that it will take you on average 40 hours to complete a unit of competency, though depending on your existing skill and knowledge levels, and/or prior experience, this timeframe may be reduced. As a competency-based program, you may complete the qualification in a shorter period of time.

LEARNING SUPPORT

Whilst you retain full control over your program pace and progress, you always have access to a dedicated Trainer/Assessor and other support personnel (including a specialist Language, Literacy and Numeracy Practitioner) to provide one-on-one tailored support at all stages of your learning journey with **Studywell College** – from program induction through to qualification completion.

Let us know at any stage if you need any learning or language, literacy and numeracy assistance whatsoever to help you complete your program. We are here to support you in succeeding. Please contact us for Language, Literacy & Numeracy, and/or other Learning support by: Phone on (02) 8305 4800; or Email at info@studywellcollege.edu.au

ASSESSMENT

Upon enrolment, you will negotiate Assessment Plans to gather and submit sufficient original evidence to enable your Trainer/Assessor to make assessment decisions in respect of your enrolled competencies. You will be provided via the Learning Management System with detailed assessment task specifications and activities specific to the relevant unit of competency. By way of example, you may be required to:

- Complete projects and/or portfolios of evidence;
- Answer a series of knowledge-based questions (in multiple choice and/or short answer formats);
- Participate in interviews with your assessor.



Typically, you will submit your evidence via the Learning Management System for evaluation by your dedicated Trainer/Assessor, who will continue to maintain contact with you during the assessment decision-making process.

RECOGNITION OF PRIOR LEARNING (RPL)

If you believe you have competence in any of the units of competency within the qualification, you can enrol in our Rapid RPL program. Rapid RPL is a product designed for candidates who want their qualifications fast and have current evidence collected over the past three (3) years that demonstrate the required skills and knowledge of each unit of competency within the qualification. Talk to our sales team to enrol in the Rapid RPL program.

If you do not have evidence for a full RPL we can assist with a Rapid RPL Upgrade where you undergo partial RPL assessment and complete the required courseware. Talk to our sales team about upgrading to the Rapid RPL Upgrade program.

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CREDIT TRANSFER

Under the Credit Transfer system, you may also be granted exemption for units of competency or modules you have previously completed and can substantiate through production of Australian Qualifications Framework (AQF) Certification Documentation issued by any other Registered Training Organisation (RTO) or AQF authorised issuing organisation. As part of the application process, you must submit:

- Certified copies of the AQF Certification Documentation in respect of which you seek credit or authenticated VET transcript/s issued by the Student Identifiers Registrar; and
- In the case of AQF Certification Documentation issued by an AQF Authorised Issuing Organisation other than an RTO (e.g. University), full specifications of the content and learning outcomes of each unit or module successfully completed; and
- Evidence verifying the currency of competencies for which you seek credit.

EMPLOYABILITY SKILLS

This program contains employability skills. The following table contains a summary of the employability skills required by industry for this qualification:

Employability Skill	Industry/Enterprise Requirements for this Qualification include:
Communication	<ul style="list-style-type: none"> • Communicating with business contacts and team members to promote products and services, give and receive feedback, and negotiate effectively to address conflicts; • Reading, interpreting, writing and presenting reports;
Teamwork	<ul style="list-style-type: none"> • Supporting team members in developing skills and knowledge relating to products and services; • Working within own role to support team activities;
Problem-solving	<ul style="list-style-type: none"> • Finding, analysing and interpreting data which may be incomplete or have discrepancies; • Making decisions to complete tasks in a time efficient manner;
Initiative and enterprise	<ul style="list-style-type: none"> • Contributing to strategic direction of enterprise; • Identifying learning opportunities to improve work practices;
Planning and organising	<ul style="list-style-type: none"> • Organising information relating to products and/or services into databases; • Organising resources, equipment and time lines; • Planning for contingencies;
Self-management	<ul style="list-style-type: none"> • Evaluating own performance and identifying areas for improvement; • Managing time to independently complete tasks;
Learning	<ul style="list-style-type: none"> • Participating in professional networks and associations to obtain and maintain knowledge and skills;
Technology	<ul style="list-style-type: none"> • Using business technology such as the internet and mobile phones to communicate with other people; • Using business technology to collect, analyse and provide information.

ENROLMENTS

For further information or enrolments, please contact:

Studywell College

Phone: (02) 8305 4800

E-mail: info@studywellcollege.edu.au

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COURSE OVERVIEW

Unit Code	Unit Title	Core / Elective (per Package)	Nominal Hours	Unit Descriptor & Elements
BSBWHS401A	Implement and Monitor WHS Policies, Procedures and Programs to meet Legislative Requirements	CORE	50	This unit describes the performance outcomes, skills and knowledge required to implement and monitor the organisation's Work health and safety (WHS) policies, procedures and programs in the relevant work area to meet legislative requirements. <ol style="list-style-type: none"> Provide information to the workgroup about WHS policies and procedures; Implement and monitor participation arrangements for the managing WHS; Implement and monitor organisational procedures for providing WHS training; Implement and monitor organisational procedures and legal requirements for identifying hazards and assessing and controlling risks; Implement and monitor organisational procedures for maintaining WHS records for the team.
BSBMGT402A	Implement Operational Plan	ELECTIVE	40	This unit describes the performance outcomes, skills and knowledge required to implement the operational plan by monitoring and adjusting operational performance, producing short term plans for the department/section, planning and acquiring resources and providing reports on performance as required. <ol style="list-style-type: none"> Implement operational plan; Implement resource acquisition; Monitor operational performance.
BSBRISK401A	Identify Risk and Apply Risk Management Processes	ELECTIVE	50	This unit describes the performance outcomes, skills and knowledge required to identify risks and to apply established risk management processes to a subset of an organisation or project's operations that are within the person's own work responsibilities and area of operation. <ol style="list-style-type: none"> Identify risks; Analyse and evaluate risks; Treat risks; Monitor and review effectiveness of risk treatment/s.
BSBMGT401A	Show Leadership in the Workplace	ELECTIVE	50	This unit describes the performance outcomes, skills and knowledge required to work with teams and individuals, their standard of conduct and the initiative they take in influencing others. At this level, work will normally be carried out within routine and non routine methods and procedures which require the exercise of some discretion and judgement. <ol style="list-style-type: none"> Model high standards of management performance and behaviour; Enhance organisation's image; Make informed decisions.
BSBWOR402A	Promote Team Effectiveness	ELECTIVE	50	This unit describes the performance outcomes, skills and knowledge required to promote teamwork. It involves developing team plans to meet expected outcomes, leading the work team, and proactively working with the management of the organisation. <ol style="list-style-type: none"> Plan to achieve team outcomes; Develop team cohesion; Participate in and facilitate work team; Liaise with management.
BSBSUS301A	Implement and Monitor Environmentally Sustainable Work Practices	ELECTIVE	40	This unit describes the performance outcomes, skills and knowledge required to effectively analyse the workplace in relation to environmentally sustainable work practices and to implement improvements and monitor their effectiveness. This unit requires the ability to access industry information, applicable legislative and work health and safety (WHS) guidelines. <ol style="list-style-type: none"> Investigate current practices in relation to resource usage; Set targets for improvements; Implement performance improvement strategies; Monitor performance.
BSBPMG522A	Undertake Project Work	ELECTIVE	60	This unit describes the performance outcomes, skills and knowledge required to undertake a straightforward project or a section of a larger project. This unit addresses the management of projects, including developing a project plan, administering and monitoring the project, finalising the project, and reviewing the project to identify lessons learned for application to future projects <ol style="list-style-type: none"> Define project; Develop project plan; Administer and monitor project; Finalise project; Review project.
BSBRES401A	Analyse and Present Research Information	ELECTIVE	40	This unit describes the performance outcomes, skills and knowledge required to gather, organise and present workplace information using available systems. <ol style="list-style-type: none"> Gather and organise information; Research and analyse information; Present information.
BSBADM405B	Organise Meetings	ELECTIVE	20	This unit describes the performance outcomes, skills and knowledge required to organise meetings including making arrangements, liaising with participants, and developing and distributing meeting related documentation. <ol style="list-style-type: none"> Make meeting arrangements Prepare documentation for meetings Record and produce minutes of meeting
BSBWRT401A	Write Complex Documents	ELECTIVE	50	This unit describes the performance outcomes, skills and knowledge required to plan documents, draft text, prepare final text and produce documents of some complexity. <ol style="list-style-type: none"> Plan documents; Draft text; Prepare final text; Produce document.

Studywell College reserves the right to amend course structure and subject content to meet changing industry demands.

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