



## BSB40215 Certificate IV in Business

**Location:** Melbourne

**Duration:** 26 Weeks

**Hours:** 20 hours per week

**Delivery Mode:** Face-to-face

**Fees:**

Enrolment - AUD \$200

Equipment & Materials Fee :  
AUD \$200

Tuition Fee - AUD \$6,300

### Course Description:

This qualification is suited to those working as administrators and project officers. In this role, individuals 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.

### Pathways Information

#### Pathways into the qualification

Preferred pathways for candidates considering 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 but without a formal business qualification.

This breadth of expertise would equate to the competencies required to undertake this qualification.

#### Pathways from the qualification

- After completing BSB40215 Certificate IV in Business, individuals could progress to Diploma or Advanced Diploma qualifications in business.

### Delivery Arrangements

This program is delivered in a classroom based environment.

The trainer may provide additional learning material where gaps are identified in either the participant's underpinning knowledge or the training resources.

### Schedule

- This program scheduled to be delivered over 20 weeks of full time study – 20 hours per week of scheduled class time each week. Total breaks are 6 weeks (mid-term) - which takes into account Public holiday periods such as Christmas & Easter and School holiday breaks.
- This will be delivered by the following scheduling option:
  - 2 days at 8 hours, 1 day at 4 hours
  - The other days of the week may be used for private study time and extra tuition, if required.
  - This would make the program a total of 26 weeks including 6 weeks holidays throughout the year.

### Duration

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### RPL/Credit Transfer:

RPL/CT is available to eligible candidates

## Entry Requirements

The entry requirements for this qualification are:

- successful completion of Year 12 in Australia, or of an equivalent overseas qualification
- ETLS 5.5 or equivalent
- successful completion of HIC's language, literacy and numeracy assessment
- ability to demonstrate core skills and capabilities to a level appropriate to the course.

HIC does not accept students who will be under 18 years old at the time of enrolment.

At the time of entry, applicants identified with special needs will be provided with complimentary tutorial assistance to maximise the possibility of attainment of the qualification.

Special needs may be in regard to

- language, literacy or numeracy
- physical or intellectual ability
- cultural or ethnic background
- Mature age students will also be considered without the minimum education requirements but with relevant work experience within chosen area of study and a demonstrated capacity to meet course requirements. A minimum of 5 years' experience would normally be expected but each case will be reviewed individually with relevant work experience evidenced by work reference letter on company letterhead, work samples and curriculum vitae submitted will be considered.

## Complains and Appeals

HIC encourages the parties to approach a complaint with an open view and to attempt to resolve problems through discussion and conciliation.

To receive your full qualification, you must get marked Competent for all units.

## Units of Competency

Unit Code	Unit Name
<i>Core:</i>	
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
<i>Elective:</i>	
BSBADM405	Organize Meeting
BSBCMM401	Make a presentation
BSBCUS401	Coordinate Implementation of customer service strategies
BSBLED401	Develop Teams And Individuals
BSBRES401	Analyse And Present Research Information
BSBREL401	Establish Networks
BSBMKG414	Undertake Marketing Activities
BSBCUS403	Implement Customer Service Standards
BSBWOR404	Develop Work Priorities

## Issuance of Qualification/Statements of attainment

Students who exit the training program before completing all of the assessment requirements for the qualification will be issued with a Statement of Attainment for all units upon providing valid Unique Student Identifier (USI number) in which competency was assessed as achieved.

All graduates who have completed a program of learning that leads to the award of an AQF qualification are entitled to receive the following certification documentation on award of the qualification:

- a *testamur*, and a record of results.

## HARWARD INTERNATIONAL COLLEGE

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