AUSTRALIAN COLLEGE OF APPLIED BUSINESS

RTO CODE 3910 | CRICOS CODE 03722G

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BSB40120

CERTIFICATE IV IN BUSINESS

Course 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.

Entry Requirements

- Be at least 18 years of age and have completed Year 12 or equivalent qualification.
- Suitable Language and Numeracy Skills
- A Unique Student Identifier
- A computer or laptop with internet access

Credit Transfer or Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is a method of assessing your current skills and knowledge that may have been acquired through formal training and/or via informal learning such as work experience. Credit Transfer (CT) is the recognition of your formal training completed through another registered training organisation (RTO). Contact us if you are applying for Recognition of Prior Learning or Credit Transfer.

Fees

Full Price:

- Non-Concession: $1880
- Concession: $990
- Payment Plans available: 3 months / 6 months

Course Details

- Duration: 12 months flexible study
- Fully online or Blended Delivery: Online via Zoom, One day teaching or coaching per week and Online-based Assessments
- Location: Online, Parramatta Campus
- 20 hours full-time study per week
- Contact us to confirm current classes

Pathways

Potential employment options are in a range of business roles in a range of industry areas. Students who complete this course may wish to continue their education into the BSB 50420 Diploma of Leadership and Managemen or a range of other higher education qualifications in business.

Australian Qualifications Framework

Nationally Recognised Training

info@acab.edu.au

www.acab.edu.au

+61 4 2256 8755
+61 02 8677 7407

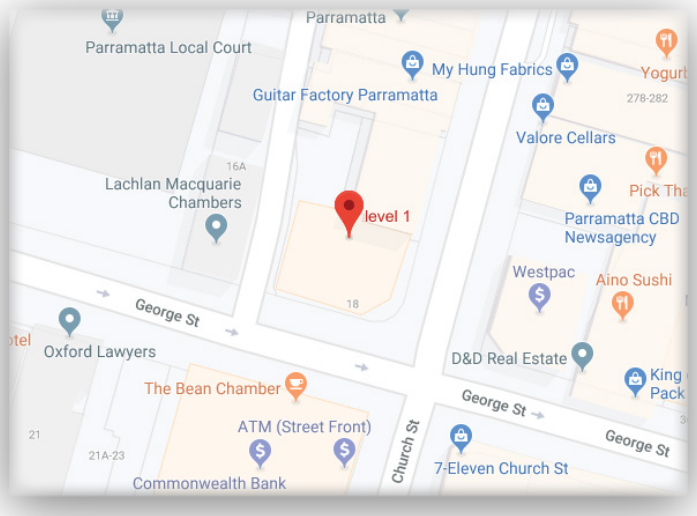
Level 1, 239 Church St, Parramatta, NSW 2150

COURSE STRUCTURE

The Certificate IV in Business comprises twelve (12) units of competency packaged as six (6) elective units and six (6) core units.

Code	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
BSBPEF502	Develop and use emotional intelligence	Elective
BSBHRM413	Support the learning and development of teams and individuals	Elective
BSBPEF401	Manage personal health and wellbeing	Elective
BSBCMM411	Make presentations	Elective
BSBTEC403	Apply digital solutions to work processes	Elective
BSBCRT412	Articulate, present and debate ideas	Elective

STUDY LOCATION



PARRAMATTA CAMPUS

Our Address: Level 1, 239 Church Street, Parramatta, NSW 2150

For more information please download the Student Handbook from the ACAB website to ensure you are fully informed of all relevant AAB policies, procedures and course information prior to your enrolment.

STUDENT SUPPORT & WELFARE

You will have access to your Trainer throughout the program for any educational support. You will also be screened in terms of language, literacy and numeracy (LLN) levels coming into the program and be supported in those areas according to your individual needs. Where we cannot provide sufficient support, you will be referred to a suitable program to develop those skills.

DELIVERY ARRANGEMENTS

Face-to-face / On-line Learning

TRAINERS

This course offering will be delivered by Australian College of Applied Business (RTO 3910), in some cases with the assistance of our pre-approved training partners. Your Trainer will be experienced and qualified, both as a Trainer and an industry practitioner. They will be dedicated to providing you with skills and knowledge that will be valued by prospective employers, helping you gain skill.

COURSE OUTCOMES

Learners who obtain a competent result for all 12 units will receive a Qualification in BSB40120 Certificate IV in Business or Learners who do not obtain a competent result in all 12 units will receive a Statement of Attainment for the units they obtain competency in. Assessment may include a combination of various styles of assessments to be completed in-class or online via Moodle.Learners can study by distance.

EMPLOYMENT OUTCOMES

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Administrator
- Executive Personal Assistant
- Office Administrator
- Project Officer
- Sales Account Assistant
- Sales Agent