



University Preparation College

Sydney • Australia ACN 116 021 535 RTO 91364 CRICOS 02751M



BSB40120 Certificate IV in Business

CRICOS Course Code: 104698G

National Qualification Code: BSB40120

Course Duration: 9 months

Target students: International students

Delivery arrangement (*See more details in Note 2 on Page 3*):

- On campus - Mixed mode: Classroom + Structured self-study
- Off campus - Mixed mode: Online + Structured self-study. This mode of delivery is applied during the international travel ban

Start dates: See UPC website for details

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 Requirement

- **English proficiency** (*See Note 1 on Page 3*): IELTS overall score equals to 5.5 or equivalent
- **Academic**: Successfully completed year 12 of the 12-year school system. Year 11 students with high results will be considered.

Credit Transfer and Recognition of Prior Learning

Credit transfer (CT) and Recognition of Prior Learning (RPL) are available if students have studied business/management courses or worked in business environments.

If RPL or/and CT is granted, you may have your studying period and visa shortened.

Resources Requirements

You can access all course learning and assessment materials using our Moodle system. The course materials fee is \$150.

Course Outcomes

Occupational titles suited to this qualification include:

- Office Administrator
- Personal Assistant
- Project Administrator
- Accounts Supervisor

Course Structure

To achieve the BSB40120 qualification you have successfully completed

- Six core units of competency and
- Six elective units of competency

Six core units of competency		
1	BSBCRT411	Apply critical thinking to work practices
2	BSBTEC404	Use digital technologies to collaborate in a work environment
3	BSBTWK401	Build and maintain business relationships
4	BSBWHS411	Implement and monitor WHS policies, procedures and programs
5	BSBWRT411	Write complex documents
6	BSBXCM401	Apply communication strategies in the workplace
Six elective units of competency *		
7	BSBPEF502	Develop and use emotional intelligence
8	BSBPEF403	Lead personal development
9	BSBPMG430	Undertake project work
10	BSBHRM415	Coordinate recruitment and onboarding
11	BSBPEF501	Manage personal and professional development
12	BSBSUS511	Develop workplace policies and procedures for sustainability

* These elective units of competency may be changed during the training program without prior notice.

Delivery Mode and Total Volume of Learning

We offer a blended delivery mode of classroom learning and structured self-study. The course has 27 studying weeks (3 terms) during a period of 9 calendar months.

During the term, you attend classes 14 hours per week and complete another 6 hours as structured self-study (*See also Note 2 on Page 3*).

On top of these, you study in your own time up to 15 hours per week then complete quizzes and assessments.

Assessment Method

Assessment of the theoretical component of the training program is both knowledge (Quizzes) and competency-based (Assignments). You may have a final examination at the end of each unit of competency.

Course Completion

Upon successful completion of all 12 units of competency of this course, you will receive the Australian nationally recognised qualification of the Certificate IV in Business (BSB40120) which includes two documents, the Testamur and the Record of Results. A student who does not complete all required 12 units will be issued a Statement of Attainment showing all units of competency that he/she has successfully completed.

Pathways

The BSB40120 is a level 4 qualification in the Australian Qualifications Framework (AQF). Therefore, it is mandatorily recognised by all AQF colleges. On successful completion of this qualification, you can continue to enrol into a number of business and management courses at Diploma level or higher.

Training and Other Facilities

UPC campus is fully equipped with required facilities including modern computers with internet access, data projector, printing and photocopying facility, and a mini kitchen and common area.

Typical Timetables

During studying periods (Terms):

- Day 1 and Day 2 (14 hours): Face-to-face study with the trainer (Teacher)
- Day 3 (6 hours): Structured self-study

Work Permit during Study Period

You are permitted to have paid employment during your study in Australia: 40 hours per fortnight (Every two weeks) during study term and no hour limit during term breaks or holidays.

Contact Details

University Preparation College

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***Disclaimer** – The course information may be changed without prior notice.*

***Currency** - The electronic version of this document posted in UPC website is the approved and most current. Any printed version is uncontrolled and may not be current.*

***Note 1:** You may be required to sit for the UPC English Placement Test if it deems to be necessary.*

***Note 2:** Modes of delivery*

- *Normal time – All Business & Leadership and Management classes will have 14 hours of face-to-face training (Classroom) and 6 hours of structured self-study per week. If required, a maximum of 6 of these 20 hours can be online.*
- *During the COVID-19 pandemic,*
 - *Onshore students - Depending on the intensity of the pandemic, courses may be delivered online or a combination of online and classroom.*
 - *Offshore students – The BSB40120 Certificate IV will be delivered online to offshore students while they are waiting for travel permission to Australia.*

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