BSB40120 Certificate IV in Business

National Qualification Code: BSB40120.
Course Duration: 9 months.
Target Students: Domestic and non-CRICOS international students.
Delivery Mode: Workplace or distance training
Delivery Sites: Sydney, Melbourne and surrounding areas.
Start dates: Anytime.

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:
  - Domestic students: Must pass the Language, Literary and Numeracy (LLN) Test. Exemptions are considered upon request.
  - International students: Please refer to the notes on Page 3 for more details.
- Academic: Successfully completed Year 12 of a 12-year school system. Year 11 students with high academic achievement may also be considered.
- Minimum age: 18 years old or over.

Credit Transfer and Recognition of Prior Learning

Credit Transfer (CT) and Recognition of Prior Learning (RPL) are available for students who have studied business or management courses or have work experience in a business environment. If RPL and/or CT is granted, your study period will be shortened.

Resources Requirements

You can access all course learning and assessment materials using our Moodle system. The course materials fee is $200.

Course Outcomes

Occupational titles suited to this qualification include:

- Office Administrator
- Personal Assistant

- Project Administrator
- Accounts Supervisor

Course Structure

Our course has been designed to meet the requirements for the BSB40120 Certificate Business. It contains 12 units of competency as follows:

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

Unit code	Unit title	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 & programs	Core
BSBWRT411	Write complex documents	Core
BSBXCM401	Apply communication strategies in the workplace	Core
BSBCRT412	Articulate, present and debate ideas	Elective
BSBHRM415	Coordinate recruitment and onboarding	Elective
BSBPMG430	Undertake project work	Elective
BSBPEF402	Develop personal priorities	Elective
BSBPEF501	Manage personal and professional development	Elective
BSBPEF502	Develop and use emotional intelligence	Elective

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

Delivery Mode

We offer a blended delivery mode, including direct training via telephone or Teams meetings, and workplace training and assessment. The program is designed based on your study commitment and is divided into three training periods. The training program may be reviewed at any time or at the end of each period. Capable students can complete the course faster.

For each unit of competency, workplace students will spend 20 to 30 hours on self-study, up to 4 hours of theoretical training with your appointed UPC trainer, and 35 hours of practical training with your workplace supervisor, followed by assessments.

For distance students, you will spend 20 to 30 hours on self-study, up to 4 hours of direct contact with your appointed UPC trainer, and then complete and provide evidence of your assessment.

Assessment Method

Assessments are competency-based. The theoretical component of each unit is assessed in the form of written assignments, case studies, research projects, etc. while the practical component is assessed in a simulated environment where the conditions are typical of those in the real business world.

Course Completion

Upon successful completion of all 12 units of competency of this course, you will receive the Australian nationally recognised qualification of the BSB40120 Certificate IV in Business which includes two documents, the Testamur and the Record of Results. If you do not complete all required 12 units, you will be issued a Statement of Attainment showing all units of competency that you have successfully completed.

Pathways

The BSB40120 is a Level 4 qualification in the Australian Qualifications Framework (AQF) and is therefore recognized by all AQF colleges. Upon successful completion of this qualification, you can enrol in various business and management courses at the Diploma level or higher.

Typical Weekly Timetables

The training program is divided into three training periods, separated by breaks. Each period consists of 4 units of competency.

The duration of the program varies from 6 to 18 months, depending on your study commitment. If you do not complete the program within 18 months, you will need to re-enrol in the course.

Contact Details

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English Entry Requirement for International Students:

- *IELTS overall score of 6.0 or equivalent, no less than 5.0 in each band or*
- *have completed (a) two years of your senior high school, or (b) an AQF Certificate IV or higher which was delivered in English language in Australia, or*
- *come from an English-speaking country.*
- *You may be required to sit for the UPC English Placement Test if deemed necessary.*

Currency The electronic version of this document on the UPC website is the approved and most current version. Any printed version is uncontrolled and may not be up-to-date.

Disclaimer Course information is subject to change without prior notice.