



BSB40120 CERTIFICATE IV IN BUSINESS

CRICOS COURSE CODE: 112355H

COURSE DETAILS

Provider Name	Britts College Pty Ltd
RTO Code	40330
CRICOS Code	04061K
Delivery Location of Course	SYDNEY CAMPUS: Level 2, 9-11, 97 Grafton Street, Bondi Junction, Sydney, NSW 2022, Australia MELBOURNE CAMPUS: Level 7, 108 Lonsdale Street, Melbourne, VIC 3000, Australia
Delivery Mode	Face to face (Classroom based)
Duration	52 weeks, including 44 study weeks and 8 weeks of holidays
Study Load	20 hours per week in the classroom
Estimated Self-Study Hours	5 hours per week (may be more or less depending on learner's pre-existing skills and knowledge)



NATIONALLY RECOGNISED
TRAINING



**TOTAL COURSE FEE:
AUD 12,500**



**TUITION FEE:
AUD 11,000**



**MATERIAL FEE:
AUD 1,250**



**APPLICATION FEE:
AUD 250
(NON-REFUNDABLE)**

(Application fee is non-refundable under all circumstances. Please refer to Britts College Pty Ltd's refund policy and procedure for further details)

BSB40120 CERTIFICATE IV IN BUSINESS

(Note: This qualification does not contain any specialisation)

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.



COURSE ENTRY REQUIREMENTS:

Entry to this qualification is limited to those who:

There is no pre-requisites or specific entry requirement for this qualification. This course is available to all international students and Britts College Pty Ltd. requires that students are able to provide evidence that they:

- Have demonstrated an IELTS level at score of least 6.0 or equivalent (test results must be no more than 2 years old) or demonstration of successful completion of at least General English at Upper Intermediate or English for Academic Purposes Upper Intermediate level.
- Have a suitable level of language, literacy and numeracy to complete course requirements with or without additional support that Britts College Pty Ltd. is able to provide.
- Have successfully completed Australian year 12 or equivalent.
- Are at least at age of 18 on the date of course commencement.

Please Note: All the students commencing this course are required to complete LLN test on the orientation day to assist Britts College Pty Ltd. to identify student's needs for additional support during their study with Britts College Pty Ltd.



DELIVERY AND ASSESSMENT STRATEGY

ADDITIONAL ENTRY REQUIREMENTS:

- Student must have access to working PC or laptop with a configuration suitable to meet study requirements. Please seek your trainer/assessor assistance in this regard.
- A basic level of comfort with digital tools and the internet is required for accessing educational content and completing coursework.
- Students are required to attend the scheduled theoretical classes, which are an integral part of the curriculum, designed to provide a comprehensive understanding of the subject matter.

ORIENTATION:

Starting your educational journey on the right foot is key. Orientation will be conducted on the campus to welcome new students into our vibrant community. Prior to your start date, the Admissions department will reach out with an email and phone call to provide you with all the necessary details and instructions to navigate the beginning of your academic adventure. For any inquiries or clarifications, reach out to us at [+61 481323385](tel:+61481323385) or sso@brittscollege.edu.au. Our student administration is always on hand to offer additional support whenever required.

CLASSES:

Classes are scheduled to be held in a designated classroom, ensuring face-to-face interaction, and will take place on the campus grounds to facilitate a direct and engaging learning experience.

ASSESSMENT:

Assessment will be conducted on college premises under the expert guidance of our assessors and trainers. The college will provide all required materials for these assessments, which are an essential requirement for students to advance in their educational programs.

SUPPORT:

Britts College Pty Ltd is dedicated to providing ongoing support to all students. Our academic staff, including trainers and assessors, are readily available to offer assistance and ensure students have the necessary resources to succeed in their academic endeavours.



PATHWAYS

Once students have successfully completed BSB40120 Certificate IV in Business, they can apply for various roles across management positions that have supervisory performance accountabilities. The further study pathways available to students who undertake this qualification include:

- BSB50120 Diploma of Business
- Other Diplomas, in related fields such as Business and Management, subject to meeting entry requirements of the intended qualification.

COURSE STRUCTURE:

A total of 12 Units (6 Core and 6 electives) must be completed and deemed competent to achieve the qualification BSB40120 Certificate IV in Business. Participants who achieve competency in any unit/s will receive a Statement of Attainment (provided USI is verified) for that unit/s without completing all 12 units in the qualification. Students completing all the required units of competency will attain full qualification.

CODE	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 and programs	Core
BSBWRT411	Write complex documents	Core
BSBXCM401	Apply communication strategies in the workplace	Core
BSBPEF402	Develop personal work priorities	Elective
BSBPEF502	Develop and use emotional intelligence	Elective
BSBCRT412	Articulate, present and debate ideas	Elective
BSBSTR401	Promote innovation in team environments	Elective
BSBOPS405	Organise business meetings	Elective
BSBOPS403	Apply business risk management processes	Elective

ASSESSMENT METHODOLOGY:

Assessment methods used for this qualification are varied and will provide a range of ways for individuals to demonstrate that they have met the required outcomes. Assessment methods may include:



**WRITTEN
QUESTIONS**



PROJECTS



PRESENTATIONS



**REPORT
WRITING**



**ROLE PLAYS/
OBSERVATIONS**

At the beginning of each unit, your trainer and assessor will outline the assessment tasks that must be completed.

REFERENCE TEXTBOOKS:

- **Management Theory and Practice**, 7th Edition, Cole, Cengage Learning, 2016

FURTHER INFORMATION:

For all further details, please refer to International Student Handbook on for all related policies and procedures (policies and procedures also available on www.brittscollege.edu.au and other important information related to international students including living cost, life and study in Sydney, etc.

Please contact the Administration Manager for further information at

 sso@brittscollege.edu.au

 +61 481323385

