

## BSB40215 Certificate IV in Business

### Course Overview:

The Certificate IV in Business 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.

### Distance Learning:

Distance learning students can choose their electives and timeframe for completion of training. Timeframes will be negotiated with the trainer but the Australian Qualification Framework (AQF) suggests that a student should complete this qualification between six months to two years. A My Qualification Plan (MQP) and Training Plan (TP) will be put in place to assist through the learning program.

### Entry Requirements:

There are no entry requirements for this qualification. However, it is expected that students will have appropriate language, literacy and numeracy skills to complete the training and assessment requirements.

### Recognition of Prior Learning (RPL):

You can apply for RPL if you have the knowledge and skills gained through work, formal study, volunteering, informal or formal training, social activities or general life experiences. If you feel that you may qualify for RPL, please contact our office for further information about the process to demonstrate your experience and knowledge.

### Resources Required:

Students are required to have access to a computer (or use Alana Kaye's computer lab) to complete assessment tasks. Alana Kaye are conscious of the environment and where possible, provide resources and assessments in an electronic format. If possible, please bring a laptop to workshops.

Distance learning students must have access to a computer, internet and Skype.

### Relevant Job Roles:

- Administrator
- Project Officer
- Administration Assistant
- Personal Assistant

### Face-to-Face Schedule:

For course bookings, please contact our administration team.

### Flexible Delivery Modes:

Alana Kaye provides a number of options for flexible delivery of qualifications. These include a variety of different methods of training such as face-to-face workshops, distance learning, Recognition of Prior Learning (RPL) or mixed delivery. Selection of elective units can also be tailored to individual requirements following discussions with the Alana Kaye team.

### Investment:

Enrolment Fee	\$400.00
Course Fee	\$3,700.00
Recognition of Prior Learning	\$180.00 per unit

Students are responsible for the purchase of text book/s relevant to this qualification. Payment plans are available.

#### Inclusions:

- Course learning and assessment material (excluding text book/s)
- Coffee and tea
- Certification upon successful completion.

### Payment Plans:

Alana Kaye believes that everyone should have access to quality education, which is why we have a range of payment options to choose from.

### Up-front Payment:

Available for each of our courses, up-front payment includes all course costs, which are paid in full at the time of enrolment. You can pay via VISA, MasterCard or bank deposit.

### Instalment Plan:

Your total course costs are calculated and split across a regular number of payments. This requires an initial deposit (Enrolment Fee) and the cost for the first unit to be paid up front. Students are then required to pay for the next required unit before commencement. The Qualification will not be awarded until all payments are received.

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### Pathways:

Students may enter directly into the Certificate IV in Business. Graduates may choose to study higher level qualifications such as the Diploma of Business.

### Course Outline:

This qualification comprises of 10 units of competency (subjects).

Units of competency can either be:

- Core units – units you must complete as part of the qualification and
- Elective units – elective units are the units that you choose to be most suitable for your learning needs.

For our face-to-face workshops, we have chosen the elective units that we know are most beneficial and relevant to the majority of our students. These are the ones ticked below. If you would like to study different elective units, please contact Alana Kaye to discuss the options available for flexible delivery.

The BSB40215 Certificate IV in Business has 1 core units plus 9 elective units of which:

- 5 elective units must be selected from the elective units listed below
- 4 elective units may be selected from the elective units listed below, or any currently endorsed Training Package or accredited course at the same qualification level
- If not listed below, 1 unit may be selected from either a Certificate III or Diploma qualification.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Unit Code	Core Units	RPL	Distance
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	✓	✓

Unit Code	Elective Units	RPL	Distance
BSBCMM401	Make a presentation	✓	✓
BSBLED401	Develop teams and individuals	✓	✓
BSBMKG413	Promote products and services	✓	✓
BSBPMG522	Undertake project work	✓	✓
BSBRES401	Analyse and present research information	✓	✓
BSBRISK401	Identify risk and apply risk management processes	✓	✓
BSBMGT401	Show leadership in the workplace	✓	✓
BSBMGT402	Implement operational plan	✓	✓
BSBLDR403	Lead team effectiveness	✓	✓

### Enrol now

Click on the Enquire Now button on our website to download an enrolment form. Please contact our office for further information about this course.