BSB40120

Certificate IV in Business

COURSE DURATION: Domestic Students: self-paced up to 12 months
International: 52 weeks (4 terms including term breaks)

RTO ID 90668 CRICOS Provider No.: 02214C

Descriptor

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.

Possible Job Titles

- Administrator
- Customer Service Assistant
- Office Administrator
- Personal Assistant
- Sales Assistant
- Assistant Records Manager
- Trade Coordinator
- Sustainability Officer

Mode of delivery

DOMESTIC STUDENTS

This course is delivered to domestic students via online/distance education and/or on-the-job. This training is subsidised by the NSW Government for students who meet the Eligibility conditions that apply. Check Eligibility Criteria on website.

INTERNATIONAL STUDENTS

This course is delivered to international students @ 20 hours per week for 4 terms of 10 weeks each. Additional study is required to complete unsupervised, independent work in your own time.

Entry Requirements

- Must be at least 18 years of age at course commencement
- International students must demonstrate they hold:
  - an IELTS minimum overall band score of 6.0 or equivalent English Language test score
  - an approved student visa and study according to their visa conditions

Australian Qualifications Framework

Assessment

Assessment for this qualification is by written reports, case studies, role plays, written assessments.

UNITS OF COMPETENCY:

CORE UNITS

- BSBCRT411 Apply critical thinking to work practices
- BSBTEC404 Use digital technologies to collaborate in a work environment
- BSBTWK401 Build and maintain business relationships
- BSBWHS411 Implement and monitor WHS policies, procedures and programs
- BSBWRT411 Write complex documents
- BSBXCM401 Apply communication strategies in the workplace

ELECTIVE UNITS

- BSBTEC401 Design and produce complex text documents
- BSBTEC402 Design and produce complex spreadsheets
- BSBPEF502 Develop and use emotional intelligence
- BSBPMG430 Undertake project work
- BSBPEF402 Develop personal work priorities
- BSBOPS405 Organise business meetings

Recognition of Prior Learning/Credit Transfer

Recognition of Prior Learning (RPL) is available to all students applying for this qualification. Conditions apply. RPL is the recognition of your current skills and knowledge acquired through prior learning from other training, work or life experience. Credit Transfer means we provide exemptions for any previously accredited qualifications or units of competency completed at another college.

International students are advised that their student visa duration may be impacted if applying for and granted RPL.

Target Groups

tudents who wish to work in a variety of businesses in a supervisory positions or to further their career or promotional prospects.

+61 2 9791 6544

Inter-Continental College of Business
(a division of Inter-Continental Colleges Pty Ltd)
A.C.N. 090 116 555
Head Office: 44 Raymond Street
Bankstown NSW 2200 Australia

sydney@intercontinental.edu.au
www.intercontinental.edu.au