

BSB40215 Certificate IV in Business



DESCRIPTION

This qualification 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.

This qualification is available to international students in Darwin only (CRICOS Course No. 086884C). Please refer to <https://www.cdu.edu.au/international> for the course and fee information.

ELIGIBILITY/ENTRY REQUIREMENTS

Applicants should have a minimum of one (1) years' experience in a business administration or clerical role. A Pre-enrolment interview will be conducted, and your lecturer will determine whether a Language, Literacy and Numeracy (LLN) assessment is necessary to establish support requirements.

DELIVERY DETAILS

Location (s)	Duration	Study mode
Waterfront Darwin Alice Springs	This program is delivered over a period of twelve months for full-time learners. Part-time learners may take up to 18 months to successfully complete 10 units	This program will be delivered through a mixture of face-to-face and online with tutorial support.

2020 FEES

This course has a total of 440 nominal hours, and thus the qualification cost is:

NT Domestic Subsidised Fees: \$1,496

Domestic Full Fees: \$6,600

Please note: A limited number of NT Government subsidy places are available for eligible NT domestic students so contact us now to secure your place for 2020.

Fees are subject to change annually. Indicative government-subsidised and full course fees are shown on this document. For further clarification and information on fees, payment options, instalment plans and refunds contact CDU on 1800 061 963 or refer to <https://www.cdu.edu.au/cdu-vet/student-guide/fees>

ASSESSMENT

Assessments vary with each unit. You will be provided with an assessment guide.

RECOGNITION OF PRIOR LEARNING (RPL)

Students can apply for RPL during pre-enrolment or after enrolment. Students are provided with an RPL Self-Assessment before application and followed through with and an initial interview with an assessor.

RESOURCES

Learning materials and assessments are available for students through a mixture of learning platforms including Catapult, learner workbooks and textbooks. Some may incur additional purchase fees, however this is variable depending on the unit and discussed with your assessor.

STUDY AND CAREER PATHWAYS

Further training pathways from this qualification include but are not limited to the BSB50215 Diploma of Business, or you may gain direct entry into Higher Education, in particular the degree in Commerce.

Possible occupations relevant to this qualification include:

- Customer Service Advisor
- Office Administrator
- Student Services Officer

QUALIFICATION CONTENT

To achieve a BSB40215 Certificate IV in Business a total of ten (10) units of competency must be completed comprising one (1) core and nine (9) elective units as detailed in the packaging rules and listed below.

CORE UNITS

BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
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ELECTIVE UNITS

BSBLDR401	Communicate effectively as a workplace leader
BSBITU306	Design and produce business documents
BSBWRT401	Write complex documents
BSBWOR404	Develop work priorities
BSBPMG522	Undertake project work
BSBCMM401	Make a presentation
BSBCUS403	Implement customer service standards
BSBADM405	Organise meetings
BSBMGT403	Implement continuous improvement

WITHDRAWING FROM A QUALIFICATION

You may withdraw from this qualification and receive, where relevant, a Statement of Attainment for all units of competency you have successfully completed.

SUPPORT SERVICES

The University supplies support for students in many areas, including Accommodation, Careers and Employment, Counselling, Disability Service, Equal Opportunity, Discrimination and Harassment advice, Australian Indigenous Student Support Services, Information Technology Services, International Student Support Services, Library Services, and Learner Support Services.

More information is available at - www.cdu.edu.au/study/student-life/student-support

CONTACT DETAILS

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Refer to the **VET Student Guide** www.cdu.edu.au/cdu-vet/student-guide for information regarding the enrolment process, student support services, student rights and responsibilities, previous studies recognition and the A-Z of other information.