

BSB40215 Certificate IV in Business



DESCRIPTION

This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

Infection control, including COVID-19 measures and the associated restrictions, have been implemented, to ensure the safety and well-being of students, lecturing staff and the wider community.

ELIGIBILITY/ENTRY REQUIREMENTS

**This course may be updated in 2021. Please contact the relevant VET school/team for current course details and location.*

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
Alice Springs, Katherine, Nhulunbuy, Tennant Creek, Waterfront	This program is scheduled over a period of twelve months. Units of study are delivered sequentially. Flexibility is available for learners to extend this time period.	Off-campus (external) study with scheduled classroom or online tutorials.

2021 FEES

The 2021 indicative fee for this course is \$1,540.00 for students who are eligible and receive a NT Domestic Subsidised place or \$6,600.00 for Domestic Full fee places. Actual fees will vary according to your choice of units.

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 2021.

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; followed with an initial interview with an assessor.

RESOURCES

This qualification may also incur fees relating to materials required. Please contact us for more detail.

STUDY AND CAREER PATHWAYS

Further training pathways from this qualification include but are not limited to the BSB50215 Diploma of Business. On completion of this qualification credit(s) may be available into Higher Education courses.

Possible occupations relevant to this qualification include:

- administrator
- project officer
- customer service advisor
- e-business practitioner
- legal receptionist
- office administration assistant
- medical receptionist
- 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

E. vet.enquiries@cdu.edu.au
T. 1800 061 963 (free call)
W. www.cdu.edu.au/study

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.