



CRICOS No: 03219A RTO No: 22424
ABN: 69136260252 ACN: 136260252

347-351 Victoria Street
Brunswick, Vic 3056 Australia

AUSTRALIAN CAREERS EDUCATION

BSB40215 Certificate IV in Business CRICOS COURSE CODE: 086976K



NATIONALLY RECOGNISED
TRAINING

Course 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. Possible job titles may include: Administrator ; Project Officer.

Course Duration & Location

26 weeks Full time
(including 4 weeks break/public holidays)
Student contact hours = 20 hrs per week x 22 weeks
E-Learning = 110 hours
Delivery Location: Donald Street Campus (149-151
Donald st Brunswick east ,VIC, 3057)

Educational Pathways

After achieving BSB40215 Certificate IV in Business, individuals After achieving this qualification candidates may undertake a range of Diploma level qualifications within the BSB Business Services Training Package, or other Training Packages.

RPL / Credit Transfer

ACE has a 'Recognition of Prior Learning and Credit Transfer Policy and Procedure' at www.ace.vic.edu.au which outlines in detail a process to be followed for granting recognition and credit transfer. This is supported through the RPL guidelines for this qualification which focus specifically on all units. For any Credit granted for previous studies by the student as part of RPL - Formal learning process will lead to reduction in overall course duration (for international students this is reported via PRISMS and an appropriate eCoE issued). As per the RTO Standards 2015; ACE will determine any prior learning that an individual may have acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements which are specified in the course in which a student is wanting to enrol (as per Clause 1.12 RTO Standards 2015).

Assessments

The following assessment methods but not limited will be used during this qualification: Formative Activities, Projects, Observations / Role Plays and Written Assessments.

Course Entry & Visa requirements

There are no specific entry requirements for this qualification. However, students must meet the following minimum entry requirements:-

Minimum Age - Applicants must be 18 years of age at the commencement of their course (refer to the Student Engagement Prior to Enrolment and Marketing policies and procedures www.ace.vic.edu.au).

English Proficiency - International students are required to possess an IELTS 5.5 (or equivalent test score)

Academic Requirements – Students must have satisfactorily completed a minimum of year 12 or equivalent

Student Visa – Students must satisfy DIBP's requirements for a student visa.

Fees, Charges & Refunds

Please refer to ACE's Fees and Charges Policy and Refund Policy available online www.ace.vic.edu.au, in Student Handbooks or at ACE's Campus. For Total Course fees please contact ACE at info@ace.vic.edu.au

Training Package Rules

To attain BSB40215 Certificate IV in Business, 10 units must be completed by the student : 1 core unit and 9 elective units

Overseas Student Health Cover (OSHC)

All International Students must have Overseas Student Health Cover (OSHC) for the entire duration of their stay in Australia. This requirement constitutes a Visa condition stipulated by the Australian Government. OSHC allows students access to out of hospital and in hospital medical services.

Student Support Services

Please refer to ACE a range of Student Support Services available online at www.ace.vic.edu.au, in Student Support Services Handbook or at ACE's Campus.

Deferment, Suspension & Cancellation

Please refer to ACE's Deferring, Suspending or Cancelling a Student's Enrolment Policy - further information is available online www.ace.vic.edu.au or at ACE's Campus.

Application Procedure

Apply to ACE at www.ace.vic.edu.au or through ACE engaged educational agents <http://www.ace.vic.edu.au/ace-agents.html>

Modes of Delivery

This program is delivered in a simulated classroom based environment. students will also have access to all the required equipment and facilities that are appropriate to the contexts and conditions of assessment (which may include considering whether the assessment reflects real work-based contexts and meets industry requirements).

Each unit is delivered and assessed as a standalone unit in a combination of face to face theory, demonstration/observation/role play sessions in the classroom and supported by practical group development and individual activities within the classroom and e-learning support.

COURSE OUTLINE

Unit Code	Unit Name	Nominal Hours	Delivery Hours	e-Learning Hours
Core Units				
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	50	48	15
Electives Units				
BSBADM405	Organise Meetings	20	32	10
BSBLED401	Develop teams and individuals	40	40	10
BSBMKG401	Profile the market	50	48	10
SBRES401	Analyse and present research information	40	40	10
BSBHRM405	Support the recruitment, selection and induction of staff	50	48	10
BSBWRT401	Write complex documents	50	48	10
BSBSMB404	Undertake small business planning	50	56	10
BSBSMB402	Plan small business finances	50	40	10
BSBCMM401	Make a presentation	30	40	15
Total Student Contact Hours		430	440	110