

BSB40120

CERTIFICATE IV IN BUSINESS



ALTEC College



COURSE OVERVIEW

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.



Campus Location
Melbourne (VIC)



Course Duration
52 weeks
(Including Holiday)



Contact Hours
40 contact weeks
(20 hours per week)



Tuition Fee:

<https://www.altec.edu.au/altec-student-fee/>

ENTRY REQUIREMENTS

- ✓ Completion of Year 12 or equivalent
- ✓ International: IELTS 5.5 with a minimum 5.0 in each band, or equivalent TOEFL iBt 46, TOEFL PBT 527, or PTE 42
- ✓ At least 18 years of age at the commencement of the course

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COURSE STRUCTURE

Students must complete all the required units to attain this qualification

UNIT CODE	TITLE	TYPE
BSBCRT411	Apply critical thinking to work practices	Core
BSBTEC404	Use digital technologies to collaborate in a work environment	Core
BSBTWK401	Build and maintain business relationships	Core
BSBWHS411	Implement and monitor WHS policies, procedures, and programs	Core
BSBWRT411	Write complex documents	Core
BSBXCM401	Apply communication strategies in the workplace	Core
BSBPEF401	Manage personal health and wellbeing	Elective
BSBPEF402	Develop personal work priorities	Elective
BSBOPS403	Apply business risk management processes	Elective
BSBOPS402	Coordinate business operational plans	Elective
BSBSTR402	Implement continuous improvement	Elective
BSBMKG433	Undertake marketing activities	Elective

PRE-ENROLMENT & NEEDS ANALYSIS

As per our Admission and Enrolment Policy and Procedure, ALTEC College conducts pre-enrolment Client Needs Analysis to determine course suitability, existing skills and knowledge and an early detection of any learning needs. A pre-enrolment interview may also be conducted.

RPL and credit transfer opportunities are provided at the time of enrolment, and an option for students to apply during their studies.

ACADEMIC PATHWAYS

Pathways into the qualification

Candidates may enter the qualification through a number of entry points including:

- ✔ Certificate III in Business or other relevant qualification/s
- ✔ With vocational experience assisting in a range of environments providing administrative or operational support to individuals and/or teams but without a formal business qualification

Pathways from the qualification

After achieving this qualification candidates may undertake:

- ✔ BSB50120 Diploma of Business
- ✔ A range of Diploma level qualifications within the BSB Business Service Training Package, or other Training Packages