



# PARADE COLLEGE

RTO Number 40750

1436 Plenty Road, Bundoora 3083

P: 9468 3300 F: 9467 3937

## BSB40120 Certificate IV in Business



### About the Course

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.

### Course Entry Requirements:

There are no formal entry requirements specified within the Training Package for this qualification

Course applicants must meet the following selection criteria set by the RTO Division of Parade College

- Obtain above C+ average in their VCE year program or achieve an academic standard in their year 11 studies,
- Be enrolled in Year 12 level
- Complete a language, literacy and numeracy assessment to a satisfactory level (refer below for ACSF requirement)



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Applicants who have completed other Certificate III and IV level qualifications and have some experience working in any business settings will be required to submit evidence of their training, knowledge, skills and experience (Statement of Attainment, Testamur, Record of Results, Experience Letters).

## Duration and Schedule

Course to be scheduled within the Parade College timetable

## Units of Competency

This course requires satisfactory completion of the following units of competency:

Unit Code	Unit Title
BSBWHS411	Implement and monitor WHS policies, procedures and programs (C)
BSBCRT411	Apply critical thinking to work practices (C)
BSBXCM401	Apply communication strategies in the workplace (C)
BSBTEC404	Use digital technologies to collaborate in a work environment (C)
BSBWRT411	Write complex documents (C)
BSBTWK401	Build and maintain business relationships (C)
SISXEMR002	Coordinate emergency responses (E)
BSBPEF401	Manage personal health and wellbeing (E)
BSBMKG433	Undertake marketing activities (E)
CHCVOL003	Recruit, induct and support volunteers (E)
BSBHRM415	Coordinate recruitment and onboarding (E)
BSBPEF403	Lead personal development (E)

C = Core and E = Elective

## Training and assessment methods and location

Scheduled classes will be conducted at Parade College, Bundoora Campus.

Training methods include face to face, classroom-based trainer led presentations and skill demonstrations.



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Students will have significant opportunities to develop practical skills in business operations, with trainer coaching and supervision (skills development and application also conducted face to face in a dedicated, simulated industry environment).

Practical demonstration and application of relevant skills in simulated or active work environments with a high degree of supervision. The simulated environment is suitable for the College to contextualise to industry activities.

Classes will be held at the Parade College, Bundoora Campus

Training methods include

- May include face to face,
- May include knowledge tests
- May include classroom based trainer led presentations
- May include practical demonstrations,

Students will have significant opportunities to develop practical skills in their field of study with excellent trainer coaching and supervision.

During the course you will also have the opportunity to apply your knowledge and skills via practical activities and projects.

## **Assessment:**

A range of assessment methods are used throughout the course including:

- May include written assignments,
- May include case studies,
- May include projects
- May practical skill demonstrations.

You will receive detailed assessment information on commencement of each unit.

## **Course Requirements**

During orientation you will be informed of any specialist clothing, footwear, equipment, or materials required for you to undertake the course.

## **Credit Transfer and Recognition of Prior Learning**

Credit Transfer (CT) is the recognition by a registered training organisation (Parade College) of the qualifications, certificates and/or statements of attainment issued by other registered training organisations, universities and TAFEs. While Recognition of Prior Learning (RPL) recognises the knowledge



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and skills you have gained through previous informal training, and past work and life experience.

If you think that you might be able to apply for CT or RPL, talk to the Executive Officer - RTO, preferably before course commencement.

## Further Training and Employment Pathways

### Further Training:

After satisfactorily completing the Certificate IV in Business graduates may undertake a range of business-related units, skill sets and qualifications including the BSB50120 – Diploma of Business.

Students may also enrol in additional units of competency if they wish to achieve a specific specialisation such as Leadership, Administration, Operations, Sustainability, Big Data, Cyber Security, Finance, Records and Information Management and Procurement. The BSB40120 Certificate IV in Business qualification developed by Parade College does not provide for any business specialisations.

### Employment:

After achieving BSB40120 graduates may gain employment IN A level 1/Assistant Manager/Coordinator positions for example:

- Sport and Recreation Coordinator/Manager.
- Retail Manager
- Business Manager
- Administration Manager.
- Customer Service.
- Team Leader/Coordinator.

## Fees and Charges

Parade College Students	
Tuition Fee	0
Material Fee	\$450.00

For information regarding refunds, refer to our Fees and Refund policy available on our website [RTO VET Courses - Parade College](#)



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## Course Contact:

Parade College - RTO Office

Telephone contact: 03 - 9468 3300

Further Details email: [RTO@parade.vic.edu.au](mailto:RTO@parade.vic.edu.au)