

# 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 foundational course provides essential knowledge and skills for a variety of Business Services job roles such as risk management, safe work practices, staff recruitment, people management and personal development. The course explores a range of concepts applicable to a number of industry sectors including, but not limited to, sport, manufacturing, retail, business administration, construction, finance, health and education. You will learn organisational, time management and people skills to prepare you for work in a beginning level business, supervisory, coordination or managerial role.

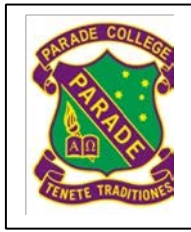
### Course Entry Requirements

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

Course applicants must meet the following selection criteria set by Parade College:

- Obtain above C + average in their VCE year 11 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)

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).



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## Duration and Schedule

The course is completed over 1 year / 2 semesters (37 weeks) and will require attendance at the following sessions:

- Monday 7.15 am – 3.15 pm (including 0.5 lunch break), and
- Friday 8.45 am – 12.00 pm

There is an expectation that in addition to direct contact hours students will undertake independent study throughout the duration of the course.

## Units of Competency

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

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



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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). Online training will be utilised to comply with COVID-19 related restrictions (where classroom-based theory/knowledge training/delivery is not feasible). 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. The area allocated for practical training and assessment for this qualification will be an active work environment at the Edmund Rice Trade Centre or administration office at Parade College (such as a carpentry workshop, construction work site, administration office or sports/recreation/fitness department - gym, sports event venue, change rooms, indoor cricket/soccer/basketball/netball/climbing facility or similar.

## Assessment:

A range of assessment methods are used throughout the course including written assignments, case studies, projects and 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 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. Recognition of Prior Learning (RPL) recognises the knowledge and skills you have gained through previous informal training, and past work and life experience.

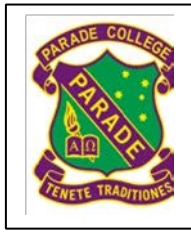
If you think that you might be able to apply for CT or RPL, talk to Mr McKay, Executive Officer - RTO, preferably before course commencement.

## Further Training and Employment Pathways

### Further Training:

After satisfactorily completing the BSB40120 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.



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## Employment:

After achieving BSB40120, graduates may gain employment in a Level 1/ Assistant Manager/Coordinator position, such as:

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

## Fees and Charges

Parade College Students	
Tuition Fee	Included in College tuition fees
Material Fee	Included in College tuition fees
Department of Education and Training (DET) Schools	
Tuition Fee	\$850.00
Material Fee	\$350.00
<b>Total Fees:</b>	<b>\$1,200.00</b>

All fees are inclusive of GST

For information regarding refunds, refer to our Fees and Refund policy available on our website <https://www.parade.vic.edu.au/education/rto-vet-courses>

## Course Contact:

Anthony McKay, Executive Officer RTO

Telephone contact: 03 - 9468 3300; Email contact: [tmckay@parade.vic.edu.au](mailto:tmckay@parade.vic.edu.au)