Certificate IV in Business

National Course Code: BSB40215
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Course 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.

Assessment Methods
Assessment is structured throughout the course. If learners are unable to achieve competency, additional support is provided through mentoring and access to re-assessment as outlined in the acumen’s policies and procedures. Learners who are working in an appropriate business environment are able to base relevant assessment tasks on their workplace. This will be negotiated between the learner and the assessor. Assessment requires achievement across all tasks to demonstrate competence.

Assessment is carried out through a range of the following tasks:
- Project Report
- Questioning
- Observation
- Written Questions
- Case Study
- Third Party Report

Entry Requirements:
- 18 years or older
- Satisfactorily completed Year 12 or equivalent
- International learners must meet Student Visa requirements and provide certified evidence of achievement of an IELTS Test Score of:
  - 5.5 or above for direct entry into the course, or
  - 5.0 and a Confirmation of Enrolment or Letter of Offer in an ELICOS with a duration of no more than 20 weeks.

Recognition of Prior earning (RPL) and Credit Transfer
Learners with prior learning and work experience can apply for Recognition of Prior Learning. Learners who have completed corresponding units of competency and/or units contained within the packaging rules can apply for Credit Transfer.

Teaching Methods/Mode of Study
Face to face

Course duration
Total duration for this qualification is 26 weeks (including) breaks.
Students study minimum 20 hours a week for Twenty weeks, without breaks. Delivery and assessment takes place in fully equipped classrooms.

- In order to complete Certificate IV in Business, a student needs to gain competency in 10. (1 core unit and 9 elective units).

**Pathways Information**

**Pathways into the qualification**
Preferred pathways for candidates considering this qualification include:
- BSB30112 Certificate III in Business or other relevant qualification/s
- OR
- 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:
- a range of Diploma level qualifications within the BSB07 Business Services Training Package, or other Training Packages.

**Employment Options**
- Accounts Clerk
- Customer Service Advisor
- Clerk
- E-business Practitioner
- Legal Receptionist
- Medical Receptionist
- Office Administration Assistant
- Student Services Officer

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<th>National code</th>
<th>Title</th>
<th>Contact Hours</th>
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<tr>
<td></td>
<td>1 BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet</td>
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<td>2 BSBRSK401 Identify and apply risk management processes</td>
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<td>3 BSBREL401 Establish networks</td>
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<td>4 BSBMKG414 Undertake Marketing Activities</td>
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<td>5 BSBADM405 Organise Meetings</td>
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<td>6 BSBCUS401 Co-Ordinate Implementation of customer service strategies</td>
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<td>7 BSBINN301 Promote Innovation in a Team Environment</td>
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<td>8 BSBMKG413 Promote Products and Service</td>
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<td>9 BSBLED401 Develop teams and individuals</td>
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<td>10 BSBRES401 Analyse and Present Research Information</td>
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Location and Facilities
Acumen Institute of Further Education training facilities are located at 5-9 Elizabeth St, and 24-26 Elizabeth St, Richmond, Victoria 3121 and is about 3 Km’s from Flinders St Station in the city. Both Buildings are next to North Richmond Railway Station.

All Three Buildings have well-appointed facilities that offer a comfortable learning environment. We have our Own In-house Practical facilities (Workshops).

Fees:
Total Course Fees $4500.00 (Payment Plan Option is available) Itemised fee details are available on: http://acumen.edu.au/fees-and-charges/

For Further Details please Contact :
Main Building - (Building A)
Acumen Institute of Further Education
5-9 Elizabeth St
Richmond
VICTORIA-3121
Call :03-8415 1244
Fax:03-8415 1266
Email : admissions@acumen.edu.au
Email : sso@acumen.edu.au

Important – Information, Policies and Procedures, Fees and Charges
All of our policies and procedures are available on our website www.acumen.edu.au and should be read by you, Prior to enrolment in addition to this brochure.
All the information about Enrolment Process, Studying and living in Australia, living in Victoria – Melbourne, about Acumen, Campus Locations, Detail Courses information, Recognition of Prior Learning (RPL) and Credit Transfer, Information about Entry Requirements, Refunds Policy, Student requirements, Complaints and Appeals, Deferring, suspending and cancelling an enrolment, Facilities and services available on campus; Student Support Services, Accommodation and living cost, School Aged Dependants, Detail fees and charges and The ESOS Framework is available online: www.acumen.edu.au