

**BSB40120**

**CERTIFICATE IV IN BUSINESS**



**COURSE OUTLINE**

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## COURSE OVERVIEW

Welcome to Adapt Education!

This course is ideal if you have experience in an business role and are looking to increase your capacity to coordinate and manage tasks and contribute to a team.

This Nationally Recognised course consists of 12 units:

### **BSB40120 Certificate IV in Business**

#### **Core Units**

BSBCRT411 Apply critical thinking to work practices

BSBTEC404 Use digital technologies to collaborate in a work environment

BSBTWK401 Build and maintain business relationships

BSBWHS411 Implement and monitor WHS policies, procedures and programs

BSBWRT411 Write complex documents

BSBXC401 Apply communication strategies in the workplace

BSBPEF402 Develop personal work priorities

BSBPEF502 Develop and use emotional intelligence

Choose one of the following specialisations:

#### **Business Administration Specialisation:**

BSBTEC401 Design and produce complex documents

BSBTEC402 Design and produce complex spreadsheets

BSBOPS405 Organise business meetings

BSBOPS306 Record stakeholder interactions

#### **Business Operations specialisation:**

BSBMKG433 Undertake marketing activities

BSBTEC405 Review and maintain organisation's digital presence

SIRXMKT002 Use social media to engage customers

SIRXSLS003 Achieve sales results



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## STUDY MODE

**Self-paced** study means that you can study at times and locations that suit you. No assessment due dates and no timetabled lectures or webinars. Fast track your study or take your time – the choice is yours.

**Classroom** study is available on request to Corporate groups. This study mode enables us to develop custom projects specific to the workplace. Students develop their leadership skills through a series of team building activities and work based projects.

## DURATION

You will have up to 2 years to complete but can progress at any pace. As a guide someone spending 8 hrs per week on assessment, could expect to complete the course in approximately 8–10 months.

## ONLINE RESOURCES

All course resources are provided in an easy to navigate e-learning course. The online course is interactive, meaning less readings and more visually engaging resources. Resources can be printed or downloaded for offline study if needed. Each module includes:

- ⇒ A recorded Webinar
- ⇒ Tutorial Videos
- ⇒ All learning and assessment resources

## STUDENT SUPPORT

You will have unlimited access to your trainer through phone, email and Zoom meetings. We pride ourselves on having quick response times to every query.

## GOVERNMENT FUNDING

This course is approved for funding through the following agencies/programs:

- Commonwealth Traineeships

Contact us and we will let you know if you or your employer may attract funding.

## PAYMENT

**Payment plans** are offered with no additional fees or charges. You can nominate the instalment amount and frequency you are comfortable with.

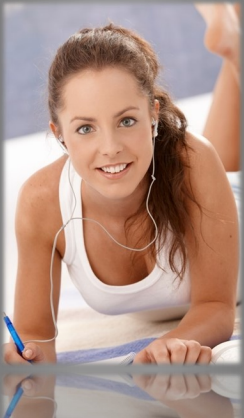
<b>BSB40120 Certificate IV in Business</b>	<b>Self-Paced</b>
Standard course fee	\$2,500

**Note:**

- Price quoted is for self-paced, study. Please contact us for a quote on classroom based options.
- Enrolments cannot be accepted from international students or those in Australia on a student or education visa.

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## HOW TO ENROL

Read the Student Handbook and this Course Outline before you enrol:

1. Go to [adapteducation.com.au/enrol](http://adapteducation.com.au/enrol) to complete your enrolment online; OR
2. Call us on 1300 380 335 to enrol over the phone

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## ENTRY REQUIREMENTS

All enrolment applications are assessed on a case-by-case basis. As a general guide you should:

- Have well developed written and verbal communication skills and basic numeracy skills. Upon receipt of your enrolment form you will be asked to complete a short Language, Literacy and Numeracy (LLN) test. We will use the results of this test to gauge your suitability for the course and to identify if you will benefit from any additional support.
- Possess sound computer operating skills and have reliable access to the internet

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## COURSE COMMENCEMENT

Upon receipt of your enrolment form an Adapt Education staff member will contact you to conduct a pre-enrolment interview. Prior to commencing your course you will be asked to complete a Training Needs Analysis (TNA) to ensure your suitability for the course.

All Adapt Education students will receive a course induction. Inductions may be completed face-to-face, via Zoom meeting or over the phone.

## ASSESSMENT

Assessment consists of:

- Theory assessment: written questions, evidence portfolios, case studies and role plays.
- Projects: Ideally you will have access to a workplace where you can undertake projects, in a live environment. Simulated environments can be arranged where a workplace is not available or suitable.
- Practical assessment: includes demonstration of your skills in the workplace or a simulated environment. Recorded as observations by your trainer.

## COURSE COMPLETION

On successful completion of all course requirements you will be issued a Nationally Recognised BSB40120 Certificate IV in Business.



ADAPT EDUCATION RTO # 32452 [info@adapteducation.com.au](mailto:info@adapteducation.com.au)

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