BSB40215

Certificate IV in Business

“An organization’s ability to learn, and translate that learning into action rapidly, is the ultimate competitive advantage”.

- Jack Welch
Our Mission

At IIPD, we always strives to become a Centre of Excellence in the delivery of training and assessment services within its scope of registration.

Available Support Services  IIPD strives to meet the particular needs of each learner and to provide support and welfare services to students which are useful, efficient, timely, and effective. IIPD provides no additional cost advice, support and welfare services to students to assist them with issues that may arise during their study. These support and welfare services are not limited to academic issues and encompass a range of issues related to student welfare and to adjustment to life in Australia.

Why study with IIPD

IIPD aims to achieve its vision by meeting the objectives through –

- Becoming a technologically advanced leading-edge institution
- Recruiting well qualified and highly experienced trainers and assessors
- Fully complying with all state and commonwealth legislative and regulatory requirements
- Maintaining active industry and professional contacts
- Creating creative and interactive training and assessment environments

Seluna Pty Ltd has been operating as a Registered Training Organisation (RTO) in Victoria since 2001. IIPD provides quality training and assessment services to international and domestic students, focusing on the fields of Accounting and Business, English Language Courses, Horticulture and Hospitality and other Short Courses.

IIPD always cater to emerging education markets for international and domestic students with offering a nationally recognised training.
BSB40215
Certificate IV in Business

This qualification reflects the role of an individuals who use well-developed skills and a broad knowledge in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, 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.

The key students for IIPD’s BSB40215 Certificate IV in Business are people who wish to acquire an AQF level 4 qualification prior to entering the workforce or who are currently in the workforce and wish to acquire a relevant AQF qualification to further their employment prospects, some will utilise it as a pathway to further study.

COURSE DETAILS

<table>
<thead>
<tr>
<th>CRICOS Code</th>
<th>086904D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Structure</td>
<td>This course requires you to successfully complete 10 units of competency; out of which 1 unit is core and 9 units are electives.</td>
</tr>
<tr>
<td>Delivery Method</td>
<td>Face to Face in class, Online/ Distance Learning</td>
</tr>
<tr>
<td>Course Duration</td>
<td>38 weeks*</td>
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<tr>
<td>Assessments</td>
<td>All assessments are to be submitted electronically unless otherwise stated by your trainer.</td>
</tr>
<tr>
<td>Qualification Level</td>
<td>Certificate IV</td>
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<tr>
<td>Nationally Recognised</td>
<td>Yes</td>
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CAREER PATHWAYS

- Administrator
- Project Officer
- Customer Service Adviser
- Data Entry Operators
- General Clerk
What are the Course entry Requirements?

For Domestic Student
Nil

IIPD preferred entry requirements are:

✓ Over 18 years old at the time of enrolment
✓ successful completion of Year 11 in Australia, or of an equivalent overseas qualification
✓ successful completion of IIPD’s language, literacy and numeracy assessment
✓ ability to demonstrate core skills and capabilities to a level appropriate to the course.
✓ Access to the Internet (if required)

For an International Student
✓ IELTS 5.5 / TOEFL 46 / PTE Academic 42 / CAE 47 / OET Pass / TOEFL PBT 527 or equivalent
✓ Students seeking admission must have completed year 12 or equivalent Australian qualifications in their country.
✓ 18 years or above at the time of enrolment

Visa requirements:
See Department of Immigration and Border Protection website: http://www.border.gov.au for more details on assessment level requirements for your country.

Scholarships
For International Students SCHOLARSHIPS may be available which can be up to $2000.

Pathways Information

Pathways into the qualification
✓ Nil

Pathways from the qualification
✓ A further learning pathway utilising qualifications such as BSB50215 Diploma in Business would support career progression.

Certification
You will be awarded BSB40215 Certificate IV in Business after successful completion of this course.

On Campus Training Locations
✓ Parramatta Campus (Sydney, NSW)
✓ Footscray Campus (Melbourne, VIC)
✓ Surfers Paradise Campus (Gold Coast, QLD) (For Domestic Students only)
✓ Rockhampton Campus (QLD) (For Domestic Students only)
✓ Townsville Campus (QLD) (For Domestic Students only)

Fees:
For Fee For service students the Course Fee would be AU$9500. However we also have funding availability for our Domestic Students. Please see “IIPD Course fees and
Charges” on www.iipd.edu.au or speak with one of our friendly staff member.
Student can pay the initial enrolment fee $250 to confirm their admission towards the course. IIPD also gives 10 days of cooling-off period in case the student changes their mind & wish not to continue with their enrolment & wish to withdraw from the course.

**Funding Opportunity**
Domestic Students may be eligible for State or Commonwealth funding. Kindly speak to our staff for more information on funding availability.

**Things you need to know about this course**

**Course Structure**
This course requires you to successfully complete 10 units of competency, out of which 1 unit is core and 9 units are electives.

**What is the duration of the course?**
The duration for this course is 38 weeks (*) The duration is inclusive of term breaks, Domestic students will be provided with a proposed timetable after enrolment. Proposed timetables can be amended as per the students convenience, please speak to our friendly staff if the need arises.
Student has (0.5– 2 years) to complete the course, this is the volume of learning which is consistent with the AQF volume of learning indicator for a qualification at the Cert IV level.

**What can I do with On-line learning?**
- Through IIPD’s Online Portal you will: Access your learning materials and assessments
- undertake and upload assessments for the trainer to mark
- engage and interact with your trainer and assessor
- access your assessment grades and feedback

**What learning resources are included in this course?**
Your learning material for this course includes:
- learner workbooks
- Assessment tools to be provided and explained by the Trainer/assessor.

**Refund Policy**
Kindly refer IIPD’s student handbook available on website.

**How is the course assessed?**
To successfully gain this Certificate you must do assessments as per IIPD’s assessment requirements for this qualification. The assessments may include role play, case study, Scenario Analysis, Projects, presentation, practical demonstration, written tests, assignment and oral questions. These assessments could be generally completed within the class contact hours.
## What units am I gaining knowledge in?

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Core/Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBWH401</td>
<td>Implement and monitor WHS policies, procedure and programs to meet legislative requirements.</td>
<td>Core</td>
</tr>
<tr>
<td>BSBLED401</td>
<td>Develop teams and individuals</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBUS401</td>
<td>Coordinate implementation of customer service strategies</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBITU402</td>
<td>Develop and use complex spreadsheets</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBMKG413</td>
<td>Promote products and services</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBMKG414</td>
<td>Undertake marketing activities</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBREL401</td>
<td>Establish networks</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBADM405</td>
<td>Organise meetings</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBCMM401</td>
<td>Make a presentation</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBITU306</td>
<td>Design and produce business documents</td>
<td>Elective</td>
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</table>
What if I have a prior working experience to apply for (RPL)?

The competencies within this qualification may be attained through previous or current training, work experience, and/or life experience. Recognition of Prior Learning (RPL) considers previous attainments which are measured against the specific performance criteria for each full unit or partial unit of competence. IIPD is able to provide guidelines and assistance in undertaking Recognition of Prior Learning.

IIPD will ensure that all applicants will have access to the recognition of prior learning (RPL) policy and procedures.

Applications for RPL will be managed efficiently by a qualified assessor, using a process which is valid, fair, sufficient and authentic.

An applicant for RPL is responsible for the provision of suitable & sufficient evidence, as required by the RPL Kit.

Credit for units of competency will be provided if a candidate who applies for recognition of prior learning is able to demonstrate learning, skills and knowledge that meet the performance criteria of the units of competency for which the candidate is applying for recognition of prior learning.

IIPD’s RPL assessment process, including the design and function of the RPL assessment tool, will be subject to a regular validation process to ensure that it is consistent with the principles of assessment and the rules of evidence.

What if I have already completed the same units & want to seek Credit Transfer?

IIPD recognises qualifications issued under the Australian Qualifications Framework and Statements of Attainment issued by other Registered Training Organisations.

Enrolments acceptance through Approved Agents & other third party representatives

IIPD also accepts student Enrolments/Admissions recruited by IIPD’s approved agents and Third Party representatives. You may contact an approved agent for enrolling in to the course with IIPD. The list is available on IIPD’s website under “Agents” tab.

**Minimum Computing Requirements**

You may need access to a computer and the internet and have intermediate computing skills.

Minimum specifications for your computer are:

- Microsoft Office 2007 or equivalent
- broadband internet connection
- 2GB of RAM
- CD-ROM or DVD drive
- Adobe Reader X or equivalent
- Printer and associated software
- Scanner and associated software
- File compression software equivalent.

Specific requirements for Windows users:
- Microsoft Windows 7 or higher
  (Windows 8 recommended)
- 1 gigahertz (GHz) or faster processor
  (2GHz or faster recommended)
- Adobe Flash Player 10 or higher

Specific requirements for Mac OS users:
- Mac OS X v10.5 or higher (Mac OS X v10.6 recommended)
- 1 gigahertz (GHz) or faster Intel processor (2GHz or faster recommended)