

BSB40215 Certificate IV in Business

Course Code 102428A

BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	C
BSBCUS401	Coordinate implementation of customer service strategies	E
BSBFIA412	Report on Financial activity	E
BSBLDR403	Lead Team Effectiveness	Imp
BSBMGT402	Implement operational plan	Imp
BSBMGT403	Implement Continuous improvement	Imp
BSBMKG413	Promote products and services	E
BSBREL401	Establish networks	E
BSBRES411	Analyse and present research information	E
BSBWRT401	Write complex documents	E

Entry Requirements

Enrolment of participants will be subject to meeting the following requirements:

- Must be 18 years of age or over;
- Successful completion of Year 12 or its equivalent;
- Successful completion of an AQF Level 3 qualification or above in the past three (3) years.

There are a range of alternate elective (E) Units of Competency (UOC) available that may be able to be substituted for the listed elective UOC above, but a determination will need to be made by the RTO as to whether they are within the capabilities of delivery and assessment by Heritage School of Business. To review the electives as listed in the National Training Package, they are available at <https://training.gov.au/Training/Details/BSB40215> . Core (C) UOC cannot be changed.

English Proficiency is required for International applicants: IELTS 5.5 or equivalent. All students will be required to sit for an Internal English Test to validate current levels.

Note: Applicants identified with lower (than 5.5) English Proficiency levels will be required to enrol in a specialist English Language provider to upgrade their English prior to entry into a vocational course. All College programs will be delivered in English.

Outcome

This qualification is suited to those working as administrators and project officers. In this role, individuals 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.

Education & Migration Agents

Heritage uses the resources of Registered Education and/or Migration Agents for the recruitment of International students. Our recommended agents are listed on the College website www.heritagebusiness.edu.au. If you wish to use the services of a different agent, please do not hesitate to Contact Us by our website or info@heritagebusiness.edu.au.

For latest and updated information **PLEASE** refer to college website www.heritagebusiness.edu.au

Course Information

Introduction

There are no specific entry requirements for this program, and it is targeted for international students. The development of the program was with consultation with industry advisors to respond to a need that has developed for additional educational vacancies for specialist Disability industry positions that will benefit from Nationally Recognised Training.

All units of competency require the use of a computer. **Students are requested to supply their own computer device such as a laptop, notebook or pad that is capable of Wi-Fi connectivity and loaded with the Microsoft suite of programs.** If this is not possible, a student will be supplied, by the College, a laptop computer, purchased for them but the material fee will increase by \$500.00. The new, supplied computer will become the property and responsibility of the student. No maintenance responsibility will be accepted by the College.

As a candidate, you will be required to show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role.

This course is accredited by the Australian Skills Quality Authority (ASQA) and is compliant with the Australian Qualification Framework.

Duration and Conduct	The training program will be a maximum of 52 weeks. 36 weeks for the scheduled academic program plus 16 weeks of breaks as programmed intervention provision and for recreation breaks. There are limits to how many students can access a program at any one time; institution based will be limited to 20 students. A student will be offered the entire 10 UOC prior to exit or a component of a qualification dependent on their enrolment requests			
Tuition Fee	\$10,200.00	Total Course Fee	Own Computer	\$10,800.00
Material Fee	\$300.00 – for textbooks, computer usage, print productions and utility fees.		College Supplied Computer	\$11,300.00
Payment schedule (Due at the commencement of each semester)	The first payment must include the appropriate Enrolment and Material fee		1st	2nd
			\$5,900.00 (plus computer?)	\$5,400.00
Tuition Fee Payment	Heritage collects student fees in advance and therefore it will comply with the following options for initial and continuing fee collection and registration: Students, or the person responsible for paying the tuition fees, can now choose to pay more than 50 per cent of their tuition fees before they start their course; Heritage cannot require students to pay more than 50% of their tuition fees before they start the course; A payment plan for any outstanding fees can be negotiated and will be detailed on a separate document.			
Enrolment Fee	\$300.00 – Non-refundable. Not included in tuition fee.			
Certification	All assessments must be completed successfully for the issue of a certificate for BSB40215 Certificate IV in Business. A completion less than all UOC will see a Statement of Attainment issued. All financial payments must be completed before any certification is issued.			

Assessment

Heritage will use a combination of assessment methods and approaches which will involve collecting a range of evidence for ensuring consistency of competency. Assessment may include written assignments, projects and portfolio of evidence. The portfolios may include forms, templates and resources produced, documents completed and handouts.

Course Conduct

A students' program is considered to have completed of a successful academic program with a determination of **COMPETENT** in 10 UOC over an academic instruction period of 36 study weeks with 16 weeks of recreational breaks to total 52 weeks. The delivery method that will be available is face to face institution based. Any successful UOC completed but is less than the entire qualification will be recognised by the issue of a Statement of Attainment. The scheduled breaks during the year will also be used for the application of intervention methods for affected student's and a term break for others; there is a programmed extended break during December/January.

Recognition of Prior Learning (RPL) - is the formal recognition of the skills and knowledge a person has regardless of how or where these skills may have been attained, that is, through formal or informal training work experience, (paid and unpaid) voluntary work and life experience. The evidence provided for RPL must address the currency of competencies being assessed. Heritage confirms that all students, potential or actual, of all offered accredited courses are provided with full recognition of their current skills and knowledge. Heritage promotes acknowledgment of 'non-traditional' forms of learning as valid pathways for recognition of competency achievement during the RPL assessment process. RPL will result in exemptions and they can be determined by applying for an application from your Agent or directly from Heritage.

Attendance Requirement

To maintain satisfactory course progress for the program duration, a student is expected to maintain satisfactory attendance (80%), as well as participate in classroom learning activities. Attendance is determined as 2.5 days per academic week Students are also required to successfully complete all their assessment tasks and achieve a pass of not less than 50% throughout the program. This represents satisfactory course progress.

Assessment

Where a student fails one (1) or more assessment methods within a single UOC, they are to be re-assessed once, free of charge, and this must be completed within the immediate operational term or as soon as possible following that term, as per Heritage's re-assessment policy. If the student does not pass the free additional assessment method, they are to be offered one (1) more opportunity for re assessment, with the provision, that they must be charged a fee for each opportunity within the immediate following term or as soon as possible following that term.

Campus Location

Level 5, 71 Northbourne Ave, Canberra, ACT, AUSTRALIA 2601

Email: info@heritagebusiness.edu.au Website: www.heritagebusiness.edu.au

V1 June 2020