



BSB40120

CERTIFICATE IV IN BUSINESS

Cricos Course Code : 112821J



**Ready to
become
a business
leader?**

Melbourne CBD Campus
Level 6, 416-420 Collins Street
Melbourne, VIC 3000

Port Melbourne Campus
235 Ingles Street
Port Melbourne, VIC 3207

Let's achieve together
RTO No.: 41315 | CRICOS Provider Code: 03446A

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Course Overview

Individuals in these roles carry out a mix of specialist and moderately complex administrative or operational tasks that require self-development skills. They 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.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication

Source: <https://training.gov.au/Training/Details/BSB40120>

Career opportunities

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have supervisory performance accountabilities.

Entry Requirements

- All students must be aged 18 years or over (International students) at the time of applying for admission to the College.
- Satisfactory completion of studies in applicant's home country equivalent to an Australian Year 11/12 qualification
- If student's educational qualifications do not meet OC's admission requirements, other factors may be considered at the discretion of OC. (Please contact admission staff for more details and refer to Application, Enrolment and Orientation policy for further details)
- IELTS band score of overall 6 (either Academic or General) or equivalent in line with the Department of Education and Home Affairs regulations (Refer to Application, Enrolment and Orientation policy for further details). Online IELTS is not accepted. Please refer to <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500#Eligibility>
- Learners are required to be competent in written and spoken English and will undertake a Language, Literacy and Numeracy test prior to commencing the training. Refer to LLN policy for further details.
- Bring Your Own Device (BYOD) Policy is applicable for this course. Your device must have camera and speaker functions.
- Internet Access with a computer with up-to-date software, including Microsoft Office, Adobe Acrobat Reader and Adobe Flash Player
- Basic digital literacy (ability to communicate and access information through digital technologies like internet platforms, social media, search engines, emails and basic use of MS office products).

Please refer to our BYOD Policy for details

BSB40120

Certificate IV in Business

This course is delivered by Orange International College Pty. Ltd. | ABN : 15 167 063 596, CRICOS Provider Code : 03446A | RTO No : 41315

Course Information

Student	International/ Overseas (Fee for Service)
Delivery Mode	Blended learning model (70% face-to-face and 30% guided online learning)
Cricos Course Code	112821J
Campus locations	Training room, Level 6, 420 Collins Street, Melbourne 3000
Duration	This qualification will be delivered as full-time study over the course of 52 weeks and 12 weeks as breaks/holidays. Duration may vary based on mode of delivery and/or RPL and CT
Intake	For more information please visit our website www.orange.edu.au or contact 1300069642
Fees	For more information please visit our website www.orange.edu.au or contact 1300069642

Learning outcomes

On successful completion of this course the learners are going to be awarded BSB40120 Certificate IV in Business, which is a nationally recognised qualification.

Students who do not complete all units may be eligible for a Statement of Attainment in partial completion of the BSB40120 Certificate IV in Business.

Pathway (but not limited to)

Certificate IV	Diploma	ADLM
BSB40120 Cert IV in Business	BSB50120 Diploma of Business	BSB60420 Advanced Diploma of Leadership and Management

Source: <https://www.myskills.gov.au/courses/details?Code=BSB40120> and <https://training.gov.au/Training/Details/BSB40120>

Packaging Rules

To achieve this qualification, the candidate must demonstrate competency in 12 units of competency, including: 6 core units, 6 elective units

An asterisk (*) against a unit code below indicates that there is a prerequisite requirement that must be met. Prerequisite unit/s must be assessed before assessment of any unit of competency with an asterisk. All prerequisite requirements are packaged in the qualification.

6 elective units, of which:

- 2 elective units must be selected from Group A <https://training.gov.au/Training/Details/BSB40120>

- for the remaining 4 elective units:

up to 4 units may be selected from Groups A – J

if not listed, up to 2 units may be selected from a Certificate III, Certificate IV or Diploma from this or any other currently endorsed Training Package qualification or accredited course.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Core Units

Unit Code	Unit Name
BSBCRT411	Apply critical thinking to work practices
BSBTEC404	Use digital technologies to collaborate in a work environment
BSBTWK401	Build and maintain business relationship
BSBWHS411	Implement and monitor WHS policies, procedures and programs
BSBWRT411	Write complex documents
BSBXCM401	Apply communication strategies in the workplace

Elective Units

Unit Code	Unit Name
BSBPEF402	Develop personal work priorities
BSBPEF502	Develop and use emotional intelligence
BSBLDR411	Demonstrate leadership in the workplace
BSBCMM411	Make presentations
BSBMKG434	Promote product and services
BSBSUS511	Develop workplace policies and procedures for sustainability

Delivery Arrangements (Blended Learning Model)

Delivery Mode

The training will be delivered in 52 weeks with classes scheduled for 40 weeks and 12 weeks of break/ extra tutorials/reassessment period as per the requirement of individual student/learner.

Classroom delivery is implemented by setting up an appropriate training plan, indicating the units and sequence of delivery and access to LMS.

Study Mode:

Full time (20 hours per week – 70% hours face to face and 30% hours online), Learners may require 5 hours* of self-directed learning per week (*Indicative only).

Note: Please refer to the OC COVID-19 page for information regarding course updates Source:

<https://www.orange.edu.au/covid-19-information/>



Assessment methods

Assessment methods for this qualification include Guided Online Learning and Training (GOLT), written questions, projects, observations, presentations, case studies, reports, practical activities and work placement (if applicable only). GOLT are online, auto-marked summative assessments like True/False, Fill-in-the-Blanks, and Multiple-Choice questions.

Recognition of Prior Learning (RPL) and Credit Transfer (CT)

Credit Transfer

If a certificate or statement of results is produced and verified, a credit transfer process will be initiated by Orange College in relation to the units as per the training plan. Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications. (Source: AQF)

RPL/RCC

Upon enrolment of all learning programs, Orange College's code of practice states that all candidates for assessment will be offered RPL. This is reiterated in the student handbook and acknowledged in writing. RPL is an assessment process that assesses an individual's non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to and/or partial or total completion of, a qualification.

"Recognition of prior learning is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit." (Source: AQF)

