



Course Description

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

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.



Entry requirements

There is no pre-requisites or specific entry requirement for this qualification. This course is available to all international students and Oscar Institute requires that students are able to provide evidence that they:

- Have demonstrated an IELTS level at score of least 6.0 or equivalent (test results must be no more than 2 years old) or demonstration of successful completion of at least General English at Advanced or English for Academic Purposes Advanced level.
- Have a suitable level of language, literacy and numeracy to complete course requirements with or without additional support that Oscar Institute is able to provide.
- Have successfully completed Australian year 12.
- Are at least at age of 18 on the date of course commencement.
- Student must have access to working PC or laptop with a configuration suitable to meet study requirements. Please consult with student administration for further details.
- Student must have sound digital literacy and access to working internet.
- **Please Note:** All the students commencing this course are required to complete LLN test on the orientation day to assist Oscar Institute to identify student's needs for additional support during their study with Oscar Institute.

Orientation

New student Orientation will be done face to face. New students will receive an e-mail and call from the Admissions department a week prior to their date of commencement with all necessary further information and instructions. If you have any questions regarding this process, please contact +61 (0) 481 000 432 or info@oscarinstitute.edu.au. Please email or call the student administration should you require any additional support .

Pathways

Once students have successfully completed BSB40120 Certificate IV in Business, they can apply for various roles across management positions that have supervisory performance accountabilities. The further study pathways available to students who undertake this qualification include:

- BSB50120 Diploma of Business
- Other Diplomas, in related fields such as Business and Management, subject to meeting entry requirements of the intended qualification.

Support

All staff at Oscar Institute will continue to work and will continue to provide the students with the support any individual may need. The student will be remained connected with each trainer/assessor through regular class participation to assist them continuing their studies. Oscar Institute will also provide academic and language support and student support staff are always here to help.

Assessment Methodology

Assessment methods used for this qualification are varied and will provide a range of ways for individuals to demonstrate that they have met the required outcomes. Assessment methods may include:

- Written questions
- Projects
- Presentations
- Report writing
- Role plays/observations

At the beginning of each unit, your trainer and assessor will outline the assessment tasks that must be completed.

Course Structure:

A total of 12 Units (6 Core and 6 electives) must be completed and deemed competent to achieve the qualification BSB40120 Certificate IV in Business. Participants who achieve competency in any unit/s will receive a Statement of Attainment (provided USI is verified) for that unit/s without completing all 12 units in the qualification. Students completing all the required units of competency will attain full qualification.

Unit	Unit Code and Title
Core	BSBCRT411 Apply critical thinking to work practices
Core	BSBTEC404 Use digital technologies to collaborate in a work environment
Core	BSBTWK401 Build and maintain business relationships
Core	BSBWHS411 Implement and monitor WHS policies, procedures and programs
Core	BSBWRT411 Write complex documents
Core	BSBXCM401 Apply communication strategies in the workplace
Elective	BSBPEF402 Develop personal work priorities
Elective	BSBPEF502 Develop and use emotional intelligence
Elective	BSBCRT412 Articulate, present and debate ideas
Elective	BSBSTR401 Promote innovation in team environments
Elective	BSBOPS405 Organise business meetings
Elective	BSBOPS403 Apply business risk management processes

Facilities and Resources

Your classes will be conducted in modern classrooms, and you will be able to access Wi-Fi. There are also areas for you to relax, as well as conduct additional study.

You will be provided with a Student Guide relevant to each unit in your course. Recommended textbooks are also available onsite for you to use and borrow if you wish. You may also purchase these textbooks if you require.

The recommended textbook for this course is:
Management Theory and Practice, 7th Edition, Cole, Cengage Learning, 2016

Course Progress Policy

Oscar Institute will monitor, records and assesses the course progress of each student for the course in which the student is enrolled. Course Progress Policy defines the requirements for student satisfactory course progress, the processes for monitoring, recording and assessing the student course progress and the processes for the Oscar Institute intervention strategies for identifying and assisting students to achieve satisfactory course progress. The procedure sets out the processes for reporting student unsatisfactory course progress on PRISMS according to ESOS Act Section 19.

Oscar Institute assess student's progress at the end of each compulsory Term. The Term is 11 weeks long for all qualifications on CRICOS scope.

While every attempt would be made to keep consistency in term weeks, however number of weeks in the defined term may also factor in the duration and the completion of units of competency, which enable Oscar Institute to determine student participation and course progress in any given successfully completed term. One Term is considered the minimum length of time in which it is reasonable for the Administration Manager to make an assessment of a student's course progress.

- Satisfactory course progress is achieved where a student successfully completes at least 50% of course requirements in a successfully completed Term.
- Unsatisfactory progress is defined as not successfully completing or demonstrating competency in more than 50% of the course requirements in a successfully completed Term.
- Course breach is defined as not successfully completing or demonstrating competency in more than 50% of the course requirements in TWO consecutive successfully completed Terms or NOT responding to intervention meeting invitation within 10 working days from the receiving the invitation.

Oscar Institute will also monitor overseas student attendance (but would not report, unless otherwise required) in the process of course progress monitoring and reporting. However overseas students must meet their visa obligations regarding attendance, wherever applicable.

You will also be provided with further information about course progress and attendance requirements at your orientation. For further details, please refer to Course Progress Policy and Procedure.

Mode of delivery

Face to face (Classroom based)

Delivery Locations

Suite 2.03, Level 2, 138 – 142 Nicholson Street, Footscray VIC 3011

Fee information:

Total Course Fee:	AUD 9,750
Tuition Fee:	AUD 9,000
Material Fee:	AUD 500
Application Fee:	AUD 250 (non-refundable)

Duration

52 weeks, including 44 study weeks and 8 weeks of holidays.

