



CERTIFICATE IV · BUSINESS

BSB40120 CERTIFICATE IV IN BUSINESS

OSCAR INSTITUTE
RTO: 21118 CRICOS 04300M

CRICOS Course Code 117189K · RTO 21118 · CRICOS Provider 04300M

QUALIFICATION 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.

Employment Opportunities — occupational titles may include:

Administrative Officer / Team Leader

Business Support Officer

Supervisor / Office Coordinator

Customer Service Manager

FEE INFORMATION

TOTAL COURSE FEE	AUD 9,750
Tuition Fee	AUD 9,000
Material Fee	AUD 500
Application Fee (non-refundable)	AUD 250

COURSE DETAILS



CAMPUS & DELIVERY

Melbourne | Face to face
(Classroom based)



DURATION

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



STRUCTURE

6 core · 6 elective units



NATIONALLY RECOGNISED
TRAINING

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:

- 01 Have demonstrated an IELTS level at score of at 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.
- 02 Have a suitable level of language, literacy, numeracy and digital to complete course requirements with or without additional support that Oscar Institute is able to provide.
- 03 Have successfully completed Australian Year 12.
- 04 Are at least at age of 18 on the date of course commencement.
- 05 Student must have access to a working PC or laptop with a configuration suitable to meet study requirements. Please consult with student administration for further details.
- 06 Student must have sound digital literacy and access to working internet.



Prior to the finalisation of enrolment, all prospective students are required to complete a Language, Literacy, Numeracy and Digital (LLND) assessment. This assessment assists OSCAR Institute in determining the student's suitability for the course and identifying any additional support requirements during their study.

CAMPUS

Suit 1, Level 1, 333 Queen Street,
Melbourne VIC 3000, Australia

WORKSHOP

29 Lentini Street, Hoppers Crossing VIC
3029, Australia

CONTACT

www.oscarinstitute.edu.au
info@oscarinstitute.edu.au
+61 422 571 122





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.

CORE UNITS

6

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

ELECTIVE UNITS

6

BSBPEF402	Develop personal work priorities
BSBPEF502	Develop and use emotional intelligence
BSBCRT412	Articulate, present and debate ideas
BSBSTR401	Promote innovation in team environments
BSBOPS405	Organise business meetings
BSBOPS403	Apply business risk management processes

* An asterisk against a unit code indicates a prerequisite requirement that must be met. Prerequisite unit/s must be assessed and successfully completed before assessment of any unit with an asterisk.

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