



The BSB40120 Certificate IV in Business 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.

### Relevant Job Roles:

- Administrator
- Project Officer
- Administration Assistant
- Personal Assistant

## DISTANCE LEARNING

Distance learning students can choose their electives and timeframe in line with the qualification rules for completion of training. Timeframes will be negotiated with the trainer but the Australian Qualification Framework (AQF) suggests that a student should complete this qualification between six months to two years. A My Qualification Plan (MQP) and Training Plan (TP) will be put in place to assist through the learning program.

## FLEXIBLE DELIVERY MODES

Alana Kaye provides a number of options for flexible delivery of qualifications. These include a variety of different methods of training such as face-to-face workshops, distance learning, Recognition of Prior Learning (RPL) or mixed delivery. Selection of elective units can also be tailored to individual requirements following discussions with the Alana Kaye team and in line with the packaging rules.

## FACE-TO-FACE SCHEDULE

For scheduled course dates, please contact Alana Kaye on: 1300 25 26 25 or email [training@alanakaye.edu.au](mailto:training@alanakaye.edu.au)

## ENTRY REQUIREMENTS

There are no entry requirements for this qualification. However, students will need appropriate language, literacy and numeracy skills to complete the training and assessment requirements.

## PATHWAYS

Students may enter directly into the BSB40120 Certificate IV in Business. Graduates may study a higher level qualification including Diploma of Business and/or Diploma of Leadership and Management.

## RECOGNITION OF PRIOR LEARNING (RPL)

You can apply for RPL if you have the knowledge and skills gained through work, formal study, volunteering, informal or formal training, social activities or general life experiences. If you feel that you may qualify for RPL, please contact our office for further information about the process to demonstrate your experience and knowledge.

## RESOURCES REQUIRED

Students are required to have access to a computer (or use an Alana Kaye computer) to complete assessment tasks. Alana Kaye are conscious of the environment and where possible, provide resources and assessments through our online learning portal. If possible, please bring a laptop to workshops.

Distance learning students must have access to a computer and internet.

## INVESTMENT

**Course Fee** \$3,700.00  
(this includes \$400.00 non-refundable enrolment fee)

**Recognition of Prior Learning** \$1,400.00

Inclusions:

- Course learning and assessment material
- Coffee and tea
- Certification upon successful completion

## PAYMENT PLANS

Alana Kaye believes that everyone should have access to quality education, which is why we have a range of payment options to choose from.

### UP-FRONT PAYMENT

A payment of \$1,400 is required prior to commencement of your course. This includes the non-refundable enrolment fee of \$400 paid on enrolment. The remainder of the course fees can be paid on commencement or a payment arrangement can be negotiated by completing a Payment Plan Agreement.

We accept payments via VISA, MasterCard or bank deposit.

The Qualification will not be awarded until all payments are received.

## COURSE OUTLINE

This qualification is made up of 12 units of competency (subjects). Units of competency can either be:

- **Core units** – units you must complete as part of the qualification and
- **Elective units** – units that you choose to be most suitable for your learning needs

For our face-to-face workshops, we have chosen the elective units that we know are most beneficial and relevant to the majority of our students. These are the ones listed below. If you would like to study different elective units, please contact Alana Kaye to discuss the options available for flexible delivery.

Unit Code	Core Units	RPL	Distance
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	✓	✓
BSBXCM401	Apply communication strategies in the workplace	✓	✓

Unit Code	Elective Units	RPL	Distance
BSBPEF402	Develop personal work priorities	✓	✓
BSBPEF403	Lead personal development	✓	✓
BSBLDR411	Demonstrate leadership in the workplace	✓	✓
BSBPMG430	Undertake project work	✓	✓
BSBINS401	Analyse and present research information	✓	✓
BSBMKG434	Promote products and services	✓	✓

## ENROL NOW

Click on the Enrol Now button on our website to download an enrolment form. Please contact our office for further information about this course.