BSB40207 Certificate IV in Business

Course outline

ANIBT Course Code: C4BUS_0612
CRICOS Code:
Delivery Mode: Varied: Face to Face Classroom; Workshop; On-line/Distance
Location: Melbourne
Course Duration: Up to 12 months
Nominal Study Hours: 405 hours
Qualification level Certificate IV
Nationally recognised Yes

Course overview

A myriad of opportunities exist across all facets of business and government for people with business and marketing skills.

This nationally recognised qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

The Certificate IV in Business offered by ANIBT has been designed to help you to develop skills in workplace health and safety, customer service, writing complex documents and financial processes. You’ll also learn how to organise meetings, make presentations, establish networks and understand about the concept of risk and copyright in business.

This course will be of most interest to those wishing to gain employment in roles including:

- Administrator
- Project Officer

Those people who have vocational experience and are looking to formalise their qualifications and skills, will find this the ideal foundation business course to undertake.
Program outline

Subjects

The Certificate IV in Business qualification offered by ANIBT is made up of 10 units of competency from the BSB07 Business Services Training Package. The units ANIBT have selected to deliver and for students to complete to be eligible for this qualification are:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB0HS407A</td>
<td>Monitor a safe workplace</td>
</tr>
<tr>
<td>BSBCUS401B</td>
<td>Co-ordinate implementation of customer service strategies</td>
</tr>
<tr>
<td>BSBCUS402B</td>
<td>Address customer needs</td>
</tr>
<tr>
<td>BSBCUS403B</td>
<td>Implement customer service standards</td>
</tr>
<tr>
<td>BSBFIA402A</td>
<td>Report on financial activity</td>
</tr>
<tr>
<td>BSBWRT401A</td>
<td>Write complex documents</td>
</tr>
<tr>
<td>BSBADM405B</td>
<td>Organise meetings</td>
</tr>
<tr>
<td>BSBREL401A</td>
<td>Establish networks</td>
</tr>
<tr>
<td>BSBRSK401A</td>
<td>Identify risk and apply risk management processes</td>
</tr>
<tr>
<td>BSBIPR401A</td>
<td>Use and respect copyright</td>
</tr>
</tbody>
</table>

* Please note that it is possible to select alternative elective units subject to specific employer requirements and with the agreement of ANIBT.

Assessment methods

A wide variety of assessments methods will be employed to assess student competence in each unit. These include but are not limited to:

- Demonstration and observation
- Review questions and answers
- Group assignments
- Individual projects / portfolios
- Case studies
- Role plays
- Class participation
- Presentations
Entry requirements

There are no entry requirements for this qualification, however, the preferred pathways for candidates considering this qualification include:

- Completion of the BSB30107 Certificate III in Business or other relevant qualification/s
- Or
- With vocational experience assisting in a range of work settings without a formal business qualification

For international students

Please check with the Australian Department of Immigration and Citizenship regarding international students enrolling into any on-line only based qualifications.

The Australian government publishes rules for English language proficiency for international students applying for entry to vocational training. You should establish your country’s assessment level by reading the DIAC rules at www.immi.gov.au/students/. Be aware that the rules may be changed during 2012.

Generally, to demonstrate English language proficiency for doing a Certificate or Diploma course, an international student needs one of the following test scores:

<table>
<thead>
<tr>
<th>Test</th>
<th>IELTS</th>
<th>CAE</th>
<th>PTE Ac</th>
<th>TOEFL IBT</th>
<th>TOEFL PBT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Score</td>
<td>5.5</td>
<td>47</td>
<td>42</td>
<td>46</td>
<td>527</td>
</tr>
</tbody>
</table>

ANIBT also accepts completion of a recognised equivalent English preparation course from an accredited ELICOS provider. Admission may be approved if the language of instruction in the student’s home country is English or if English has been the language spoken in the student’s home.

Overseas students who do not provide a satisfactory score from an English test recognised by DIAC will be interviewed to ascertain their language, literacy and numeracy (LLN) skills and may have to do an LLN test at ANIBT.

If necessary, the student will need to complete an English language course at ANIBT before being admitted to a vocational training Certificate or Diploma course.

Course completion

Upon successful completion of this course, you will receive a nationally recognised qualification BSB40207 Certificate IV in Business issued by the Australian National Institute of Business and Technology Pty Ltd (ANIBT).

ANIBT is a Registered Training Organisation (Provider number: 21368) registered with the Australian Skills Quality Authority (ASQA).
BSB40207 Certificate IV in Business

Course availability

ANIBT’s programs allow participants to undertake their studies in a variety of flexible ways including:

- Classroom
- On-line
- Workshop
- Correspondence

ANIBT has regular intakes for its classroom based courses as follows:

<table>
<thead>
<tr>
<th>Month</th>
<th>Term</th>
<th>Intake</th>
</tr>
</thead>
<tbody>
<tr>
<td>February</td>
<td>Term 1</td>
<td>intake</td>
</tr>
<tr>
<td>April</td>
<td>Term 2</td>
<td>intake</td>
</tr>
<tr>
<td>July</td>
<td>Term 3</td>
<td>intake</td>
</tr>
<tr>
<td>October</td>
<td>Term 4</td>
<td>intake</td>
</tr>
</tbody>
</table>

Please contact ANIBT to discuss your specific study and qualification requirements and how we can tailor a program to suit your specific requirements.

Future pathways

After successful completion of your Certificate IV, you will have many other study options available to you. These may include other Certificate IV level courses in addition, to Diploma and Advanced Diploma business qualifications.

Recognition of Prior Learning (RPL)

Students may be able to shorten the length of their chosen course by taking into account previous training, employment experience or other life skills that directly relate to the competencies the Unit of competency is assessing.

Please contact ANIBT directly on +61 3 9620 2922 to discuss your previous experiences and we will be able to guide you through the RPL process.

Credit Transfer (CT)

Students may be able to shorten the length of their chosen course by taking into account previous studies. ANIBT recognises AQTF registered organisations for credit transfers.

Please contact ANIBT directly on +61 3 9620 2922 to discuss your previous studies and we will be able to guide you through the credit transfer process.

Special requirements

It is expected that all students will have access to their own personal computer and the internet. This is essential for regular research and also on-line based assessment work throughout the course.