Certificate IV in Business (BSB40215) - Fast Track

Course Pathway Information
Achieve this Business Qualification in next to no time by including units you have achieved in your Certificate IV in Training and Assessment qualification. Brilliant!

This Certificate IV in Business course pathway has been developed for those who currently have a training qualification that maps to some of the units required for this qualification. This can include those who have the Certificate IV in Training and Assessment or other Certificate IV level qualifications.

NOTE: Please note that the remaining units for completion detailed below are based on applicants having the TAE40110: Certificate IV in training and assessment.

Course Overview
The Certificate IV in Business (BSB40215) is a nationally recognised qualification that specifies the competencies required by individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. This is a great middle management qualification for those working in a business environment, such as:

- Administration Supervisor
- Personal assistant
- Small business Manager
- Team Leader
- Project officer
- Supervisor of operations
- Duty Manager
- Workplace trainer
- Marketing Assistant

The packaging rules for the Certificate IV in Business allow for a flexible selection of elective units, which means that you may only need to actually complete 4 or 5 units to make up this qualification, based on previous training.

The remaining units required for this course are delivered flexibly online, allowing you to log in and work though your course at a time and place suitable to your needs.

This course offers a combination of credit transfer, recognition or prior learning and online lessons to assist you in achieving this course and this will allow you to add to your trainers repertoire of areas you can facilitate and assess across!

RPL Evidence
To arrange recognition of the training you have completed, we will need from you:

- Certified copy of your TAE40110 Certificate IV in training and assessment including the transcript of units completed (or other Certificate IV qualification you are using for this pathway)
- Current resume including contact information for referee’s so we can confirm the most current information

Remaining Units - Assessments
To complete the assessment requirements of this course you will need:

- Access to a computer, word processing program
- Access to a workplace or practice environment either as an employee or on a voluntary basis

Assessment tasks can consist of:

- Questionnaires
- Case studies
- Portfolios of completed documents
- Third Party Reports to be signed off by your supervisor/manager to confirm your contribution to ensuring WHS. (If you are currently not in the workplace you may use a reference or referee from a previous employer to meet these requirements. If you cannot provide this, you may need to volunteer your services or seek work placement experience).
Course fees
Program fee includes: RPL mapping, access to your course content which includes all required resources as well as one-on-one trainer support for the duration of your enrolment.

Payment can be made via our payment gateways by credit card, or we can invoice you, or your workplace, to arrange a bank transfer, cheque or money order. Payment plans are also available by arrangement.

<table>
<thead>
<tr>
<th>Course:</th>
<th>*Payment Plan</th>
<th>Up Front Payment</th>
<th>Enrolment period</th>
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<tbody>
<tr>
<td>Cert IV Business - RPL</td>
<td>$1100</td>
<td>$745</td>
<td>12 months</td>
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*Initial upfront fee of $250 then 5 x monthly payments of $170 = $1100

Prices quoted are subject to change, please check our website for most up to date specials.

Course Duration & Enrolment Period
We suggest that each remaining online lesson may take approximately 20-35 hours to complete. This is a very generous estimate that also depends on how many units of competency are addressed in the lesson (combined units in the one lesson) as well as your previous experiences, current skills and knowledge.

The enrolment period for this course is 12 months, however, you can work through this course in a much quicker time if that is your preferred option.

Trainer support
You have one-on-one trainer support for the duration of your enrolment.

Your trainer will assist you throughout this program with any questions you may have and to assist you work on any challenges that may impede your progress. Support is provided by: Phone (1300 737 434); email; Skype text, chat and video link; and online messaging.

Submitted assessment tasks are turned around within 48 hours allowing you to continue working consistently through your course.

Description of remaining units
Below is a list of the remaining 4 units that you will still need to complete, or provide additional RPL evidence against (based on having the TAE40110 Certificate IV in Training and Assessment qualification and evidence to support your currency in these skills).

NOTE: If you do not currently have the TAELLN411 Address adult LLN skills unit, we will add this to your elective choices without additional cost.

The unit descriptions below are identified within their online lesson name.

CORE UNIT (1)

WHS - BSBWHS401: Implement and monitor WHS policies, procedures and programs to meet legislative requirements
This unit specifies the competency required to effectively protect workers own health and safety, as well as that of others within the workgroup or organisation. This unit applies to individuals with a broad knowledge of OHS policies who contribute well developed skills in rating solution to unpredictable problems through analysis and evaluation of information for a variety of sources They provide supervision and guidance to others and have limited responsibility for the output of others.

ELECTIVE UNITS (3)

Marketing products and services (combined units in one lesson)

- **BSBMKG413: Promote Products and Services**
  This unit describes the performance outcomes, skills and knowledge required to coordinate and review the promotion of an organisations products and services. This unit applies to individuals with a broad knowledge of the promotion of products and services specific to an organisation.

- **BSBMKG414: Undertake Marketing Activities**
  This unit describes the performance outcomes, skills and knowledge required to plan, implement and manage basic marketing and promotional activities. It is a foundation unit that covers general and basic marketing and promotional activities that do not require detailed or complex planning or implementation. The unit applies to people with no previous experience in marketing. It could be undertaken as part of a broader role of a person in a small enterprise, or as part of a marketing plan for a larger enterprise.


**Undertake Projects - BSBPMG522: Undertake Project Work**
This unit describes the performance outcomes, skills and knowledge required to undertake a straightforward project or a section of a larger project. This unit addresses the management of projects, including developing a project plan, administering and monitoring the project, finalising the project, and reviewing the project to identify lessons learned for application to future projects. The unit focuses on the application of project-management skills and the requirement to meet timelines, quality standards, budgetary limits and other requirements set for the project.

**OR**

**Risk Management - BSBRSK401: Identify and apply risk management processes**
This unit describes the performance outcomes, skills and knowledge required to identify risks and to apply established risk management processes to a subset of an organisation or project's operations that are within the person's own work responsibilities and area of operation. It applies to individuals with a broad knowledge of risk analysis or project management who contribute well developed skills in creating solutions to unpredictable problems through analysis and evaluation of information from a variety of sources. They may have responsibility to provide guidance or to delegate aspects of these tasks to others.

**Research - BSBRES401: Analyse and present research information**
This unit describes the performance outcomes, skills and knowledge required to gather, organise and present workplace information using available systems. It applies to individuals who are required to apply their broad knowledge of the work environment to analysis and research tasks. They may have responsibility to provide guidance or to delegate aspects of these tasks to others.

**Undertake Projects**

**Undertake Projects - BSBPMG522: Undertake Project Work**
This unit describes the performance outcomes, skills and knowledge required to undertake a straightforward project or a section of a larger project. This unit addresses the management of projects, including developing a project plan, administering and monitoring the project, finalising the project, and reviewing the project to identify lessons learned for application to future projects. The unit focuses on the application of project-management skills and the requirement to meet timelines, quality standards, budgetary limits and other requirements set for the project.

The units you will receive recognition for based on having the Certificate IV in training and assessment and currency in these skills.

- BSBCMM401: Make a presentation
- BSBLED401: Develop teams and individuals
- TAELLN411: Address adult LLN Skills or this can be added as an elective choice if not already achieved
- TAEDEL402A: Develop, organise and facilitate learning in the workplace
- TAEDEL401A: Plan, organise and deliver group-based learning
- TAEASS401B: Plan assessment activities and processes

**Assessment Pathway**

The following pathways are available for you:

- **Study followed by assessment**
- **Recognition of Prior Learning:** If you have previous skill and knowledge and can provide evidence to support your RPL application. RPL application kit provided on request.
- **Assessment only:** Simply work through the assessments

**How do I enrol?**

Simply follow the prompts and when you get to the payment options. You can pay securely online with your credit card, of if you prefer another payment option, simply select ‘Direct Transfer’ to finalise your enrolment and we can then send you an invoice based on your payment preference.

If you have any questions please phone: **1300 737 434** during business hours or email: info@connect.edu.au