OZFORD

Pathway to a Successful Career

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VOCATIONAL EDUCATION AND TRAINING

COURSE OUTLINE | 2017

Business

VOCATIONAL
EDUCATION
AND TRAINING

2017 COURSE OUTLINE

Certificate IV in Business

Course Code: BSB40215, CRICOS Code: 086916M

Course Aims

This 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.

Course Duration

28 weeks (including break)

Intakes and Course Fee

2017: 13 Feb, 01 May, 17 July, 02 Oct
2018: 19 Feb, 07 May, 23 July, 08 Oct
Please refer to the website for course fee.

Mode of Delivery

Face to Face/ on campus

Job Roles and Titles May Include:

Accounts Clerk
Customer Service Advisor
Business Practitioner
Student Service Officer
Office Administrator
Personal Assistant

Entry Requirements

There are no entry requirements for this qualification. Preferred pathways for candidates considering this qualification include:

- BSB30112 Certificate III in Business or other relevant qualification/s

Or

- With vocational experience assisting in a range of environments providing administrative or operational support to individuals and/or teams but without a formal business qualification. Examples of indicative job roles for candidates seeking entry based upon their vocational experience include accounts clerk, and customer service advisor.

International students entering this qualification must have an English Language proficiency level of one of the below:

- IELTS band score of 5.5 or an equivalent internationally recognised exam result in line with DIBP regulations (http://www.border.gov.au/Trav/Stud/More/Student-Visa-English-Language- Requirements)

or

- IELTS band score of 5.0 then satisfactory completion of an Upper Intermediate ELICOS or EAL or EAP program up to 20 weeks

or

- Completion of at least upper intermediate ELICOS from a NEAS quality-endorsed centre (http://www.neas.org.au/studentsagents/centre-locator) or a member college of English Australia (https://www.englishaustralia.com.au/college_courses.php?id=113 or

- studied in English for at least five years in Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States

or

- within two years of your application date have successfully completed in Australia
  - a foundation course
  - a Senior Secondary Certificate of Education or
  - a substantial part of a Certificate IV or higher level qualification, from the Australian Qualifications Framework.

Ozford also offers all students the opportunity to undertake a pre-entry English Proficiency Test (EPT) as part of the student enrolment process. Students can choose to undertake the English Proficiency Test (EPT) to confirm their level of English proficiency. Other students will be encouraged to undertake the English Proficiency Test (EPT) if for any reason there is doubt or concern about their English language Proficiency. Those students who gain less than 70% at the English Proficiency Test (EPT) will be required to undertake an ELICOS or ESL program up to 20 weeks at Upper Intermediate level.

Recognition of Prior Learning provides students an opportunity to have their current skills and competencies recognised. Applicants wishing to have Recognition of Prior learning should complete the relevant RPL application form available from student administration.

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Course Structure

To achieve a Certificate IV in Business, 10 units must be completed:

- 1 core unit
- 9 elective units

Unit Codes	Unit Names
Core	
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements.
Electives	
BSBINN301	Promote innovation in a team environment
BSBCMM401	Make a presentation
BSBLED401	Develop teams and individuals
BSBRES401	Analyse and present research information
BSBWRT401	Write complex documents
BSBMGT401	Show leadership in the workplace
BSBMKG413	Promote products and services
BSBRSK401	Identify risk and apply risk management processes
BSBLDR403	Lead team effectiveness

* Elective units are subject to change.

Assessment

The achievement of competence will be assessed by a range of methods aiming at maximum flexibility and customisation to address specific needs and learning situations; assessment methods may include:

- Observation of group discussions and activities in class
- Short formal and informal tests
- Presentation of Portfolios
- Role plays
- Written assignments

Students will undertake informal assessment on an ongoing basis. This assessment will be used by the trainer to monitor student progress and to provide appropriate feedback. The informal assessments do not contribute to the results achieved by a student.

Requirements to Receive the Qualification

To receive a qualification, students are required to successfully complete all units of competence for the qualification level.

Resources and Equipment

Ozford has facilities and systems that include modern general purpose rooms, library & computer labs with Internet access and printers, multi-function photocopiers and wireless internet access.

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