



NATIONALLY RECOGNISED
TRAINING



Course Guide

BSB40120 Certificate IV in Business



Acacia Education & Training

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Contents

Course overview	1
Completion of the course.....	1
Course duration.....	1
Potential career opportunities	2
Course delivery	2
Assessment overview	2
Requirements.....	3
Materials and equipment	3
Unique Student Identifier (USI)	3
Units of competency	4
Fees.....	5
Traineeships	5
Recognition of Prior Learning (RPL)	6
Student support	6
Plagiarism.....	6
Contact us	6

Get the skills, knowledge and practical experience you need to start a career in a range of industries with a BSB40120 Certificate IV in Business from Acacia Group Pty Ltd.

Course overview

This qualification applies to a range of administrative roles in varied contexts. Individuals in these positions apply solutions to a defined range of unpredictable problems, and analyse information from a variety of sources and may provide some leadership and guidance to others.

This course is suited to a range of individuals who use well-developed administrative skills and a broad knowledge base in a wide variety of administrative contexts.

The qualification provides a pathway to work in a diverse range of administrative settings including Human Resource Management, Finance and Legal Services, Warehousing and Storage and Government Services.

Our industry professionals will cover topics such as:

- General administration
- Workplace effectiveness and time management
- Financial and project based administration
- Customer requirements

This course will take learners from beginner to professional Business Administrator in twelve (12) months. Students will get a solid education in the fundamentals of administrative tasks and will graduate job ready.

Individuals with this qualification are able to perform such roles as,

- Producing a range of business documents using computer based software
- Innovation within a team environment
- Meetings and agendas
- Establishing and maintaining customer networks

Completion of the course

To achieve this qualification, students must successfully complete the required units of competency, as outlined on page 4 of this brochure. Where necessary, students must be able to attend all practical assessments on the assigned dates in order to successfully complete the course. Arrangements can be made to accommodate students under certain circumstances.

Upon successful completion of this course, students will receive the **nationally recognised qualification BSB40120 Certificate IV in Business** that can be used to gain work in a number of industry roles including: Administration Supervisor, Accounts Administrator or Executive Personal Assistant.

Course duration

The duration for the course is twelve (12) months. If you are completing the course via online or correspondence, the time it will take you to complete is flexible and dependent on ability and time available.

Potential career opportunities

Career opportunities within the Business sector include, but are not limited to the following:

- Executive Assistant
- Strata Managing Agent
- Personal Assistant
- Project Assistant
- Office Administrator
- Office Supervisor
- Human Resources Supervisor
- Accounts Supervisor
- Board Secretary
- Senior Clinical Coder

Course delivery

This course can be delivered in a flexible program of either online or correspondence training. Students have twelve (12) months to complete the course. All delivery modes provide the students with support through their studies by a team of experienced trainers and assessors, who are on hand to answer any questions you have and provide feedback on your progress.

- **Online:** Students may choose to do their training via our student online learning platform [Acacia eCloud©](#) with full support from our experienced trainers. Where necessary, the trainer will meet with the student to perform practical and simulated assessments.
- **Correspondence:** Students may choose to receive their assessments as paper-based workbooks or fillable pdf's. They will complete the written assessments in their own time with full support from our experienced trainers. Where necessary, the trainer will meet with the student to perform practical and simulated assessments.

Assessment overview

- **Assessment:** The methods in which students are assessed may include theory based assessments, case studies, projects and observations.
- This qualification is ungraded. Successful students will receive a qualification which shows their level of achievement for each unit as Competent, unless Credit Transfer or Recognition of Prior Learning (RPL)* is granted for any units, in which case that will be indicated instead.
- Every assessment must be completed to a satisfactory standard to demonstrate competency in each unit.
- If you do not complete an assessment to a satisfactory level, you will be given the opportunity to undertake a second assessment at another time.

* All students are eligible to apply for Recognition of Prior Learning (RPL). *See section on Recognition of Prior Learning within this course brochure.*

Requirements

Acacia is committed to providing an inclusive learning environment. Principles of access and equity for all students are applied in all programs.

Education: There are no formal entry requirements for this qualification.

Minimum age: Applicants will need to be at least 15 years old. If under 18 years of age the enrolment form will need to be signed by a parent or guardian. (For smart and skilled funding students must no longer be enrolled in school, see Smart and Skilled eligibility criteria on page 5 of this brochure for more information).

English: This course involves reading and undertaking a range of written assessments, as well as engaging in group discussions. Furthermore, the delivery mode relies on the extensive use of written communication.

Language, Literacy and Numeracy: All applicants will be required to undertake a Language, Literacy and Numeracy assessment prior to entry into the course. The purpose of this assessment is to determine whether you may require additional support in order to complete the course successfully. This way, we can tell you prior to enrolment if we are able to provide the level of support you require or if you might need to seek support from external agencies. **Applicants will be given 45 minutes in which to complete the written parts of the assessment.**

Pre-Training Review: Applicants will be required to complete a Pre-Training Review. This involves a set of questions from our Student Support team during a brief over the phone interview. This provides Acacia with a clear understanding of the applicants suitability to the course. This also provides the student with the opportunity to ask any questions they may have regarding the course.

Materials and equipment

If the student is completing the training via correspondence or E-learning students will require access to a computer with internet and Microsoft Office (or equivalent), software installed and a printer. All other necessary training and assessment materials will be provided.

Students will require basic computing skills in order to complete the training.

USI (Unique Student Identifier)

All students studying nationally recognised qualifications are required to register for a USI before enrolment with a registered training organisation anywhere in Australia. It is free and easy to create one online at <https://www.usi.gov.au> Feel free to contact Acacia Group for any help with this process.

Units of Competency

To gain a full qualification in BSB40120 Certificate IV in Business, you will need to complete a total of twelve (12) units; comprising of six (6) core units, two (2) elective units from Group A and four (4) elective units from Group C or Group Other.

The following are the units Acacia typically offers for delivery of this qualification.

UNIT CODE	UNIT NAME
Core Units	All core units must be selected
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	
Group A	All elective units from Group A must be selected
BSBPEF402	Develop personal work priorities
BSBPEF401	Manage personal health and wellbeing
Group C	The following elective units must be selected if you would like to specialise in Business Administration.
BSBINS402	Coordinate workplace information systems
BSBOPS405	Organise business meetings
BSBTEC401	Design and produce complex text documents
BSBTEC402	Develop and produce complex spreadsheets
Group Other	4 elective units may be selected.
BSBOPS405	Organise business meetings
BSBLDR411	Demonstrate leadership in the workplace
BSBLDR413	Lead effective workplace relationships
BSBOPS402	Coordinate business operational plans

Note: Students may also choose a combination of elective units from 'Group C' and 'Group Other'.

Fees

Students may be eligible for subsidised training through the NSW government's Smart and Skilled program, of which Acacia Group is an authorised provider.

** For those candidates who are not eligible for Smart and Skilled funding, please contact Acacia for an obligation free quote.*

Fees for students eligible for Smart and Skilled subsidised training are:

- First Qualification: \$1,580
- Second Qualification: \$1850
- Traineeship: \$0
- Concession: \$240
- Exemption: \$0

Eligibility for a government subsidised fee, and for concessions, exemptions and scholarships, are all calculated and confirmed during the enrolment process.

Basic Eligibility

To be eligible to receive subsidised training through Smart and Skilled, applicants must be:

- 15 years old or over and no longer at school,
- Living or working in NSW,
- An Australian citizen, Australian permanent resident, humanitarian visa holder or New Zealand citizen.

Individuals are eligible for one Smart and Skilled scholarship per financial year. Aboriginal and Torres Strait Islanders who are eligible, are exempt from fees for any Smart and Skilled course.

Please contact Acacia if you would like more information, such as eligibility for fee concession or exemption, or go to www.smartandskilled.nsw.gov.au/are-you-eligible, click on the "Check your eligibility" button and follow the prompts.

For more information on the Smart and Skilled fee administration policy please follow the link below:

https://www.training.nsw.gov.au/forms_documents/smartandskilled/contract/2021_22/fee_administration_policy_21_22.pdf

Traineeships

BSB40120 Certificate IV in Business is available with Acacia as a Traineeship in the state of NSW. Please contact Acacia Education & Training for a copy of our **Traineeship Guide**.

If you would like to read more information on Traineeships go to https://www.training.nsw.gov.au/apprenticeships_traineeships/index.html

RPL (Recognition of Prior Learning)

Acacia understand that you may already have many skills and areas of expertise that you have obtained in different ways and these are recognised through our Recognition of Prior Learning (RPL) process.

All students are entitled to apply for recognition in the course or qualification in which they are enrolled. This application should be made as soon as possible after enrolment. The aim of getting recognition is to avoid the completion of unnecessary learning activities in which a learner is already competent, by the provider assessing and acknowledging the skills and knowledge the student has acquired through formal and informal learning.

Students enrolled in a course subsidised by Smart and Skilled can apply for recognition in that qualification at no additional charge, and may be eligible for a reduced student fee based on recognition granted.

Student support

Academic support

Students have access to trainer support throughout the duration of their course, whether they are studying in classroom based sessions, correspondence or online. Our experienced trainers are available to answer any questions students may have regarding the learning materials and assessments. The appointed trainer can be contacted via email, skype or phone, the student will be provided with these contact details on course commencement.

Administrative support

The administrative team is available during business hours (9am - 5pm) Mondays to Fridays and can assist students with all administrative enquiries or issues, including enrolment, change of contact details, class schedules, online learning and certification. The administrative team can be contacted via email or phone. Please see contact details further below.

Plagiarism

It is essential that the work students are assessed on is their own. Penalties will be imposed for students found cheating or plagiarising in an assessment. It must be clearly acknowledged if quoting or using other people's work.

Contact

Acacia is committed to ensuring all applicants clearly understand the details and outcomes of the course they are enrolling in. Please feel free to contact our Administrative Support team on:

P: 02 4751 2300

E: info@acaciaeducation.edu.au

W: www.acaciaeducation.edu.au

Business days: Monday to Friday

Business hours: 9:00am to 5:00pm