

BSB40120

CERTIFICATE IV IN BUSINESS

CRICOS COURSE CODE: 105023J

ABOUT THE COURSE

Build advanced business skills in writing, communication, WHS, critical thinking and digital collaboration to coordinate operations and support teams across a range of business settings.

COURSE DETAILS

Provider Name	Australian College of Technology & Business
RTO Code	32017
CRICOS Code	03164M
Delivery Location	100 Brunswick St, Fortitude Valley QLD 4006, Australia
Delivery Mode	Face to face (Classroom based)
Duration	52 weeks, including 44 study weeks and 8 weeks of holidays.
Study Load	20 hours per week in the classroom
Estimated Self-Study Hour	5 hours per week (may be more or less depending on learner's pre-existing skills and knowledge)

FEES STRUCTURE

AUD 6,500
TUITION FEES

AUD 0
NON-TUITION FEES

AUD 6,500
TOTAL FEES

COURSE ENTRY REQUIREMENT

There is no pre-requisites or specific entry requirement for this qualification. This course is available to all international students and ACTB requires that students are able to provide evidence that they:

- Have demonstrated an IELTS level at score of least 6.0 or equivalent (test results must be no more than 2 years old) or demonstration of successful completion of at least General English at Advanced Level or English for Academic Purposes Upper Intermediate level.
- Have a suitable level of language, literacy and numeracy to complete course requirements with or without additional support that ACTB is able to provide.
- Have successfully completed Australian year 12 or equivalent.
- Are at least at age of 18 on the date of course commencement.

ORIENTATION:

New student Orientation will be done face to face only. New students will receive an e-mail and call from the Admissions department on the Friday, prior to their date of commencement with all necessary further information and instructions. If you have any questions regarding this process, please contact **+61 7 3852 6967** or info@actb.com.au. Please email or call the student administration should you require any additional support.

CLASSES:

All classes will be conducted face to face at the student's respective campus of enrollment.

ASSESSMENT:

Assessment tasks will vary for each unit of competency. The Trainer or Assessor will explain the assessment requirements and due dates in class. Late submission fees applies if the assessment is not submitted on or before the due date.

SUPPORT:

All staff at ACTB Pty Ltd will continue to work and will continue to provide the students with the support any individual may need. The student will be remained connected with each trainer/assessor through regular class participation to assist them continuing their studies.



COURSE STRUCTURE

To achieve BSB40120, you must complete 12 units (6 core + 6 electives). ACTB's electives focus on personal effectiveness, sustainability, project skills, and communication—aligned to packaging rules.

CODE	TITLE	CORE/ ELECTIVE
BSBTEC404	Use Digital Technologies to Collaborate in a Work Environment	Core
BSBWHS411	Implement and Monitor WHS Policies, Procedures and Programs	Core
BSBXCM401	Apply Communication Strategies in the Workplace	Core
BSBWRT411	Write Complex Documents	Core
BSBTWK401	Build and Maintain Business Relationships	Core
BSBCRT411	Apply Critical Thinking to Work Practices	Core
BSBPMG430	Undertake Project Work	Elective
BSBPEF501	Manage personal and professional development	Elective
BSBPEF403	Lead Personal Development	Elective
BSBPEF502	Develop and Use Emotional Intelligence	Elective
BSBSUS411	Implement and Monitor Environmentally Sustainable Work Practices	Elective
BSBCMM411	Make Presentations	Elective

PATHWAYS

Direct pathway to **BSB50120 Diploma of Business** or related Diplomas (subject to entry requirements). No employment or migration guarantee.

ASSESSMENT METHODOLOGY

Assessment methods used for this qualification are varied and will provide a range of ways for individuals to demonstrate that they have met the required outcomes. Assessment methods may include:



**WRITTEN
QUESTIONS**



PROJECTS



PRESENTATIONS



**REPORT
WRITING**



**ROLE PLAYS/
OBSERVATIONS**

At the beginning of each unit, your trainer and assessor will outline the assessment tasks that must be completed.

GET IN TOUCH

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info@actb.com.au

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