

BSB40120- Certificate IV in Business (Leadership)

Student Course Guide

Course Code:	BSB40120							
Course Name:	Certificate IV in Business (Leadership)							
Course Type:	Accredited							
Course Level:	4							
Course Location:	Level 1, 150-154 A' Beckett Street, Melbourne, VIC 3000							
Course Duration:	Fulltime: 46 weeks + 6 weeks holiday							
Enquiries	Phone: 93299430 Email: info@dellainternational.edu.au							
Course Overview	<p>This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have supervisory performance accountabilities. Individuals in these roles carry out a mix of specialist and moderately complex administrative or operational tasks that require self-development skills. They use well-developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems and analyse information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.</p>							
Credit Transfer and Recognition of Prior learning	<p>Della International College offers Recognition of Prior Learning (RPL) and Course Credit to students through the enrolment process.</p> <p>Della International College recognises qualifications issued by other RTOs.</p> <p>Please consult with the Compliance Manager for further information if you are unsure if either of these applies to you.</p>							
Sequence of Delivery and Assessment/ Course Structure	<p>This program will be delivered over 52 weeks. Learners are provided with learning resources, training manuals, and assessment requirements.</p> <p>Delivery Weekly Hours Each week, students will attend 20 hours of face-to-face/online training and assessment.</p>							
Duration		Unit Code and Title	Pre-Requirement	Supersedes and is equivalent to	Delivery mode			
Weeks	Sessions				Online/Face to Face	Assessment	Unsupervised activities	Total Hours
4	10	BSBCRT411 Apply critical thinking to work practices	n/a	BSBCRT404	60	20	32	112
2	5	BSBTWK401 Build and maintain business relationships	n/a	BSBREL401	20	20	16	56
4	10	BSBWHS411 Implement and monitor WHS policies, procedures and programs	n/a	BSBWHS401	60	20	32	112

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4	10	BSBWRT411 Write complex documents	n/a	BSBWRT401	60	20	32	112
4	10	BSBTEC404 Use digital technologies to collaborate in a work environment	n/a	BSBITU422	60	20	32	112
4	10	BSBXCM401 Apply communication strategies in the workplace	n/a		60	20	32	112
Electives								
4	10	BSBPEF502 Develop and use emotional intelligence	n/a	BSBLDR511	60	20	32	112
4	10	BSBPEF402 Develop personal work priorities	n/a	BSBWOR404	60	20	32	112
4	10	BSBCMM412 Lead difficult conversations	n/a		60	20	32	112
4	10	BSBCRT412 Articulate, present and debate ideas	n/a	BSBCRT401	60	20	32	112
4	10	BSBCMM411 Make presentations	n/a	BSBCMM401	60	20	32	112
4	10	BSBXTW401 Lead and facilitate a team	n/a		60	20	32	112
46	115	Total Qualification Hours			680	240	368	1288
Qualifications and Recognition Outcome	Upon successful completion of the course requirements, the student will be awarded a BSB40120 Certificate IV in Business (leadership) qualification.							
Assessment	<p>Participants will be advised of the assessment requirements at the beginning of each unit.</p> <p>Assessment will usually commence in the session following delivery and may take considerable time to complete both the theory and practical requirements. As this is a competency-based program, assessment continues throughout the program until the participant either achieves competency in the assessment tasks or a further training need is identified and addressed.</p> <p>The assessment process may include theory, projects and practical assessments.</p>							

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	<p>Each unit has an individual assessment tool and mapping document which establishes the details assessment methodology including:</p> <ul style="list-style-type: none"> • Outlining the assessment methods • Providing instructions for the assessor • Providing instructions for the students • Being mapped to the unit of competency through a separate mapping document • Ensuring assessment is summative • Formative assessment is provided throughout the course in terms of practice. This is achieved through using the tasks outlined in the learners' resources as practice. These tasks are separate to the summative assessment process that concludes each unit of competency.
<p>Pathways</p>	<p><i>The following summary provides examples of common qualification pathways within the industry, but it is recognised that typical career paths are not always linear. The business qualifications are flexible to meet a range of job outcomes and to support a wide range of career paths. They allow for various entry options, including direct entry at all qualification levels, and enable significant credit transfer between qualifications.</i></p> <p>Training Pathway into BSB40120 – Certificate IV in Business (Leadership)</p> <ul style="list-style-type: none"> ➤ BSB30120 Certificate III in Business or other relevant qualification/s and/or ➤ Vocational experience in providing administrative or operational support to individuals and/or teams but without a formal business administration qualification <p>Examples of indicative job roles for candidates seeking entry based upon their vocational experience include:</p> <ul style="list-style-type: none"> • Accounts Receivable Clerk • Accounts Payable Clerk • Clerk • Data Entry Operator • Junior Personal Assistant • Medical Records Officer • Receptionist • Office Administration Assistant • Office Administrator • Word Processing Operator. <p>This breadth of expertise would equate to the competencies required to undertake this qualification.</p> <p>Training Pathway from BSB40120 – Certificate IV in Business (Leadership)</p> <p>Upon successful completion of this qualification, students may undertake further training in the Business field to expand on their skills and knowledge such as:</p>

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	<ul style="list-style-type: none"> ➤ Diploma of Leadership and Management ➤ Advanced Diploma of Leadership and Management <p>Employment Pathway</p> <p>The BSB40120 – Certificate IV in Business (Leadership) provides a pathway to work in various organisations where business services are used; Employment pathways may include leadership roles that include but not limited to:</p> <ul style="list-style-type: none"> • Accounts Receivable Clerk • Accounts Payable Clerk • Clerk • Data Entry Operator • Junior Personal Assistant • Medical Records Officer • Receptionist • Office Administration Assistant • Office Administrator • Word Processing Operator. <p>Participants are provided with advice on career development and training options throughout the delivery of the program</p>
<p>Determining Suitability Assessment</p>	<p>Pre-Training Review:</p> <p>The Pre-training Review is to be conducted within the Determining Suitability Review. It will consist of a self-assessment and series of questions that are relevant to identify the prospective student's current academic and professional skills and knowledge.</p> <p>The pre-training review is conducted as a means of determining the appropriateness of the chosen qualification, any prior knowledge in the field and if it is a suitable training option in which the student chooses to study.</p> <p>Upon completion, the pre-training information is assessed and the outcomes recorded in the Determining Suitability Review. Suggestions are recorded and transferred to the trainer on the training plan.</p> <p>Language, Literacy and Numeracy Assessment</p> <p>Included in the Determining Suitability Assessment is the Language, Literacy and Numeracy (LLN) test. Students will be required to complete the LLN test to determine their level to be able to complete the course or be offered additional support prior to entry into a course.</p> <p>For direct entry into Certificate IV in Business (Leadership) without additional support, the student must achieve a minimum of 85% and 90% in DIC's DSA.</p> <p>For direct entry into Certificate IV in Business (Leadership) with additional support, the student must achieve a minimum of 75%-85% in DIC's DSA.</p>

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	<p>Where an individual does not meet either the minimum required 75% in the DSA or a 5.5 (or equivalent in IELTS) the individual will be recommended to undertake an ELICOS course either within DIC or at a provider of their choosing.</p> <p>The individual is also advised that once they have completed additional English studies, they will be required to re-apply. Della International College will not enrol an eligible individual where the qualification is at an inappropriate level for that student. In the event that minor gaps* are identified, Della International College will provide the student with support services to enable them to undertake the qualification.</p> <p><i>*minor gaps refer to forms of reasonable adjustment that will not compromise the qualification requirements.</i></p> <p>Upon completion of the Determining Suitability Assessment, the authorised delegate is to provide feedback to the student regarding the suitability of the qualification to the student's needs and indicate if any support services are required prior to application. This information can be placed on the last page of the training plan in the allocated space.</p>
	<p>Learning Style Assessment</p> <p>The learning Style assessment is designed to assess the prospective students learning style and what should be considered in;</p> <ul style="list-style-type: none"> • How they learn • How they study and • How they should be assessed. <p>The purpose of this assessment is to ensure that the way in which the prospective course is to be delivered is suitable to the student's needs.</p> <p>Upon completing all areas, the assessment is tallied and the outcomes are recorded in the Determining Suitability Review, suggestion are recorded and transferred to the trainer on the training plan.</p>
<p>Medical Issues</p>	<p>Upon enrolling into Della International College, we request that you disclose if you have any medical conditions as there may be contraindications to the course you wish to enrol. Should you have a medical condition, you will be asked to provide Della International College with a certificate of capacity from your Doctor, clearing you and allowing you to participate in classes.</p>
<p>Policy and procedure</p>	<p>Upon enrolment and on your first day of class you will be provided with an orientation of the course and how it is structured. You will also be given a Student Handbook which outlines and covers all of Della International College's policies and procedures; inclusive but not limited to: Privacy policy, Complaints, Appeals, Withdrawals and other processes. For all forms relating to studying at Della International College, please refer to our website. www.dellainternational.edu.au or email info@dellainternational.edu.au.</p>