

## Course Essentials and Pre-Enrolment Information BSB40120 Certificate IV in Business

Gain Your Certificate IV in Business and develop Your Career in Business Administration.

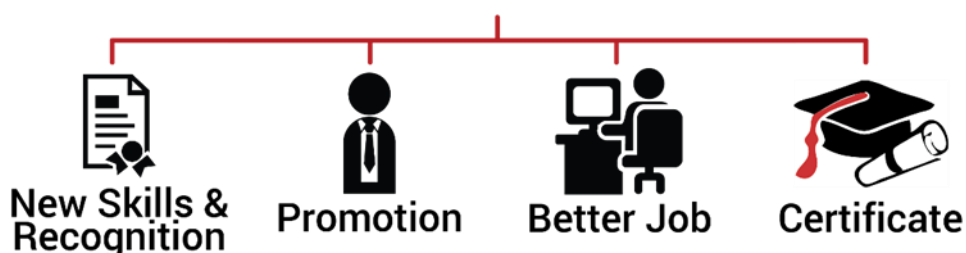
At the end of your course you will qualified as an office/administrative professional and be able to add Business letters after your name and join Professional Associations.

Build communication and administration skills for your career success.

Learn the skills and knowledge required to be an effective communicator and become the office admin person they cannot do without.

Use this qualification to:


- gain new business administration skills
- gain recognition for the skills you already have
- help towards a promotion, better job or employment in office administration
- fast track to further studies









Designed for busy people, you can study at your own pace and become qualified. With flexibility built in at every stage, you can maintain your work-life balance while building your future and advancing your Career.

### **Advance and Benefit your Career with this Highly Valued Qualification...**

- A**ffordable: Payment Plans, Tax Rebates, Student Discounts
- B**eneficial: Your Skills Formally Recognised, Promotion Opportunities, Career Pathway
- C**onvenient: Online, 24/7, RPL (Experience Recognised), Support Options, Practical Projects

<b>Qualification Name + Code</b>	<b>BSB40120 Certificate IV in Business</b>
<b>Course Currency</b>	This is the official Certificate IV in Business Course. You will be gaining the latest and most up-to-date version of this course.
 <p><b>Certificate Recognized</b></p>	Yes. All qualifications offered by Global Training Institute are nationally recognised and align with the Australian Qualifications Framework. Your qualification is therefore valued by employers throughout Australia and often overseas.
<b>Date of Effect:</b>	01/07/2021 – 30/06/2022
<b>Post Nominal</b>	Yes. You will be able to use the letters <b>CertIVBus</b> after your name when you complete your course.
<b>Professional Association Membership</b>	Yes. At the end of your course, you will be eligible to apply for membership with the Australian Institute of Office Professionals as a general member. <a href="http://www.aiop.com.au">www.aiop.com.au</a>
<b>Speciality/Cohort</b>	Suitable for: all office staff or those wishing to improve their administration skills
<b>Delivery Method</b>	Flexi Training – You choose your training method to suit you and your work schedule. <ol style="list-style-type: none"> <li>1. Mixture of Online + Phone or skype sessions – day or evening sessions</li> <li>2. Distance -we can provide you with a USB with materials and assessments if you request it) or</li> <li>3. Face-to-Face (GTI office).</li> </ol>
<b>Covers Enrolments</b>	1 <sup>st</sup> July 2021 – 30 <sup>th</sup> June 2022
<b>Start Dates</b>	Flexible. Year Round Start Dates. Means you can start any time. Fast Start & Quick Access to your Course.
<b>Duration of Course</b>	12 months: 44 academic weeks (over 3 trimesters) includes 8 weeks access to your units at the end to ensure you have completed all units. <b>Quicker Completion:</b> Many students complete their course much quicker. Depending upon your previous experience and how much time you can allocate to completing your qualification, will determine when you finish. All the resources and assessments are available to you 24/7, so you can get in and complete as fast as you want.
<b>Course Completion Date</b>	You will have access to your units for 12 months to complete your course from your enrolment date
<b>Entry Requirements</b>	<b>Age:</b> 18 Years or over <b>Education:</b> Year 12 pass or <ul style="list-style-type: none"> <li>- Certificate III and 2+ Years relevant Industry Experience or</li> <li>- Proof of skills - Provide a current Resume or 2 Referees to testify to your ability to complete the course</li> </ul> <b>Academic Suitable:</b> <ul style="list-style-type: none"> <li>- Proof of Yr12/Senior Certificate or</li> </ul>

	<ul style="list-style-type: none"> <li>- an AQF Qualification at Level 4 or above (Certificate 4, Diploma, University Degree) or</li> <li>- Pass a Government approved LLN Test. (You must display competence at or above Exit level 3 in the Australian Core Skills Framework in both numeracy and literacy)</li> </ul> <p><b>English language:</b> see 'English Requirements' in the footer of the website for more information.</p> <p><b>General:</b> Motivation and a strong reason to complete and gain your qualification</p>
<b>Specific requirements needed to successfully complete the course</b>	Yes. Refer Materials/Equipment Needed Active (minimum monthly) communication with your Trainer is required.
<b>Materials/Equipment Needed</b>	Computer, Internet access, Firefox or Chrome (not Internet Explorer). Students are required to have access to the internet and a computer in order to access their materials, and submit assessments online.
<b>Units in the Course</b>	<p>12 Units are required to gain this qualification. Similar units to these need to be completed:</p> <ul style="list-style-type: none"> <li>• BSBWOR404 Develop work priorities</li> <li>• BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements</li> <li>• BSBRSK401 Identify risk and apply risk management processes</li> <li>• BSBCUS401 Coordinate implementation of customer service strategies</li> <li>• BSBWRT401 Write complex documents</li> <li>• BSBLDR511 Develop and use emotional intelligence</li> <li>• BSBMKG413 Promote product and services</li> <li>• BSBHRM405 Support the recruitment, selection and induction of staff</li> <li>• BSBCRT411 Apply critical thinking to work practices</li> <li>• BSBTEC404 Use digital technologies to collaborate in a work environment</li> <li>• BSBTWK401 Build and maintain business relationships</li> <li>• BSBXCM401 Apply communication strategies in the workplace</li> </ul> <p>Your units may differ depending if you have credits, if you a completing another qualification also at the same time or if you have chosen different electives.</p>
<b>Resources Provided:</b>	<p>You will be provided with all the required materials to complete your training and assessments</p> <p>You will also have access to many additional Management, Business, Leadership and Career Success Resources and Templates. These can really help you to Advance Your Career.</p>
<b>Training Support Services</b>	<p>No additional cost. You will have access to your Trainer/Tutor, Completion Coach and GTI office support staff, phone sessions, unlimited email support.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Online Access         </div> <div style="text-align: center;">  Tutor         </div> <div style="text-align: center;">  Completion Coach         </div> <div style="text-align: center;">  Unlimited Phone Sessions         </div> <div style="text-align: center;">  Recorded Assessments         </div> <div style="text-align: center;">  Resources         </div> </div>

<b>Additional Learner Support Services Available if required</b>	No additional cost. Access to computer programs that will allow you to talk instead of typing. You may also be interviewed through your assessments and then provide the matching evidence.
<b>Location of Training, Sessions &amp; Times</b>	You will arrange your training with your Trainer to suit you both. Training will be usually online plus sessions via phone, skype or similar. You will receive a Training/Completion Plan.
<b>Attendance at training if required</b>	Active (minimum monthly) communication with your Trainer is required. Attendance at any webinars or workshops is not compulsory, however there is great value in attending any that are organised.
<b>Access to Trainer</b>	You will have regular contact (minimum monthly) with your Trainer via phone, email, and if convenient, face-to-face. You will know that they are just a phone call or email away whenever you need them.
<b>Recommended study time per week</b>	4-6 hours per week, if you have experience and can access workplace documents, more if you do not.
<b>Location of Assessing</b>	Your assessments will often be developing workplace systems and procedures to improve your processes for either your existing workplace or a case study. These will need to be typed (or handwritten and scanned) and submitted into your Online Student Area. It is a very simple process.
<b>Recognition of Prior Learning:</b>	Yes, RPL is available for this course. Same tuition fee applies. You can use your previous experience and workplace documents as part of your assessments. Apply for RPL in the Enrolment form.
<b>Credit Transfer</b>	Yes, if you have completed the exact same unit in another qualification, you will not need to redo this unit. Provide this information along with a copy of your Statement of Results with your Enrolment Form.
<b>Any Work Experience/ Placement Required for completion of qualification:</b>	No
<b>Employment Guaranteed at end of Course</b>	Sorry. GTI is unable to guarantee you any employment or promotions for which you apply. <b>Many of our students</b> have gained promotions and new jobs both within Australia and overseas, after completing their course with us, and testify that their qualification helped them to gain it. See website for student testimonials.
<b>Student Discounts</b>	Yes. Enrolment in this course will mean that you can register as a student with Student Clubs and receive discounts for food, travel, clothing, computers... Details with your enrolment letter.
	<b>Things to Keep in Mind as you Study with us. Your rights and obligations.</b>
<b>Fees</b>	Student Tuition Fees are required for enrolment in this course. Fees can be paid for by you individually or your employer. All fees must be paid before your qualification will be issued.
<b>Government Funding/ Subsidies/ Entitlements Available</b>	<b>NSW Employees and Residents...</b> <b>The NSW Government is heavily subsidising the fees for this course.</b> The course fees may be as low as \$0 - \$1850 under NSW Smart & Skilled. See NSW Smart & Skilled funding webpage for details regarding how this

<b>for this courses</b>	funding works, eligibility, and availability. <a href="http://globaltraining.edu.au/global_training_institute/nsw-smart-skilled/">http://globaltraining.edu.au/global_training_institute/nsw-smart-skilled/</a>
<b>Tuition Fees + Maximum Course Cost</b>	The maximum tuition fee for this course is \$5750. This may be reduced if you have completed the same Unit (code), previously in another qualification – Credit Transfer. See Tuition Fee Schedule, located in the website footer, for current student tuition fees
<b>Any additional costs involved:</b>	No
<b>Tax Rebates &amp; Deductibility</b>	Yes. This course is 100% Tax deductible if it relates to your work. See Fee Schedule for a guide as to how much you may receive back. Confirm this with your Tax Adviser
<b>Payment Options – how fees to be paid, when fees to be paid, terms and conditions</b>	Fees can be paid for by Student or Employer <b>Payment Options:</b> - Payment Plans (Fortnightly over duration of course)
<b>Refund Conditions</b>	Details are available in the Student Handbook
<b>Your Rights</b>	For information regarding your learner rights as a student with Global Training Institute, refer to the Student Handbook
<b>Concerns, Queries, Complaints or Appeals about either Global Training or your training provider</b>	Please contact Global Training Institute Follow the procedures listed in the footer on Global Training Institute website and refer to Student Handbook
<b>Course Deferral, Extension or Withdrawal</b>	If as a Student you need to defer, withdraw or extend your course, you will need to apply in writing using the relevant form, which you can find under the student forms accessible from the GTI website footer. Global Training Institute will then access each application individually and will respond in writing within 5 working days. Full details of the policies regarding these are available in the Student Handbook available in the website footer.
<b>Closure of the Company or ceasing of delivery of course</b>	In the unforeseeable event of Global Training Institute or any third party closing or ceasing to deliver this course, please refer to the Student Handbook for your rights.
<b>Your Obligations</b>	For information regarding your obligations as a student with Global Training Institute, refer to the Student Handbook located in the website footer
<b>To enter and successfully complete this course</b>	Refer to above listed Entry Requirements, material requirements, training and assessment requirements for this course.
<b>USI</b>	You will be required to obtain a Unique Student Identifier Number from the Government prior to enrolling in this course.
<b>Training Provided by</b>	Global Training Institute RTO No 31192.
<b>Assessing Conducted by</b>	Global Training Institute RTO No 31192.
<b>Qualification Issued by</b>	Global Training Institute RTO No 31192.

<b>Quality of Training and Assessment</b>	Global Training Institute is responsible for the quality of the training and assessment for this course in compliance with the Standards for Registered Training Organisations 2015 and for the issuance of the AQF certification documents
<b>Partnership Training or Assessment Arrangements</b>	No partnership arrangements currently exist for this course. Should this change, GTI will notify you.
<b>Global Training Institute Details</b>	Global Training Institute RTO No 31192 PO Box 377 Palmwoods QLD 4555 40 Main St Palmwoods 1800998500. 07 54573334 <a href="mailto:info@globaltraining.edu.au">info@globaltraining.edu.au</a>

## Your Quickest And Simplest Path To Completion



We are looking forward to helping you to complete your course and Advance your Career.

**The team at Global Training Institute**