The following assessment methods but not limited will be used during this qualification: Formative Activities, Projects, Observations / Role Plays and Written Assessments.

Course Duration & Location
26 weeks Full time (including 4 weeks break/public holidays)
Student contact hours = 20 hrs per week x 22 weeks
E-Learning = 110 hours
Delivery Location: Donald Street Campus (149-151 Donald st Brunswick east ,VIC, 3057)

Educational Pathways
After achieving BSB40215 Certificate IV in Business, individuals may undertake: a range of Diploma level qualifications within the BSB Business Services Training Package, or other Training Packages.

RPL / Credit Transfer
ACE has a ‘Recognition of Prior Learning and Credit Transfer Policy and Procedure’ at www.ace.vic.edu.au which outlines in detail a process to be followed for granting recognition and credit transfer. This is supported through the RPL guidelines for this qualification which focus specifically on all units. For any Credit granted for previous studies by the student as part of RPL - Formal learning process will lead to reduction in overall course duration (for international students this is reported via PRISMS and an appropriate eCoE issued). As per the RTO Standards 2015, ACE will determine any prior learning that an individual may have acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements which are specified in the course in which a student is wanting to enrol (as per Clause 1.12 RTO Standards 2015).

Assessments
The following assessment methods but not limited will be used during this qualification: Formative Activities, Projects, Observations / Role Plays and Written Assessments.

Course Entry & Visa requirements
There are no specific entry requirements for this qualification. However, students must meet the following minimum entry requirements:-
Minimum Age - Applicants must be 18 years of age at the commencement of their course (refer to the Student Engagement Prior to Enrolment and Marketing policies and procedures www.ace.vic.edu.au).
English Proficiency - International students are required to possess an IELTS 5.5 (or equivalent test score)
Academic Requirements – Students must have satisfactorily completed a minimum of year 12 or equivalent
Student Visa – Students must satisfy DIBP’s requirements for a student visa.

Fees, Charges & Refunds
Please refer to ACE’s Fees and Charges Policy and Refund Policy available online www.ace.vic.edu.au, in Student Handbooks or at ACE’s Campus. For Total Course fees please contact ACE at info@ace.vic.edu.au

Training Package Rules
To attain BSB40215 Certificate IV in Business, 10 units must be completed by the student: 1 core unit and 9 elective units.

This qualification is suited to those working as administrators and project officers. In this role, individuals 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. Possible job titles may include: Administrator ; Project Officer.
# COURSE OUTLINE

## Overseas Student Health Cover (OSHC)

All International Students must have Overseas Student Health Cover (OSHC) for the entire duration of their stay in Australia. This requirement constitutes a Visa condition stipulated by the Australian Government. OSHC allows students access to out of hospital and in hospital medical services.

## Student Support Services

Please refer to ACE a range of Student Support Services available online at www.ace.vic.edu.au, in Student Support Services Handbook or at ACE’s Campus.

## Deferment, Suspension & Cancellation

Please refer to ACE’s Deferring, Suspending or Cancelling a Student’s Enrolment Policy - further information is available online www.ace.vic.edu.au or at ACE’s Campus.

## Application Procedure

Apply to ACE at www.ace.vic.edu.au or through ACE engaged educational agents http://www.ace.vic.edu.au/ace-agents.html

## Modes of Delivery

This program is delivered in a simulating classroom-based environment. Students will also have access to all the required equipment and facilities that are appropriate to the contexts and conditions of assessment (which may include considering whether the assessment reflects real work-based contexts and meets industry requirements).

Each unit is delivered and assessed as a standalone unit in a combination of face to face theory, demonstration/observation/role play sessions in the classroom and supported by practical group development and individual activities within the classroom and e-learning support.

### COURSE OUTLINE

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Nominal Hours</th>
<th>Delivery Hours</th>
<th>e-Learning Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Core Units</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BSBWH5401</td>
<td>Implement and monitor WHS policies, procedures and programs to meet legislative requirements</td>
<td>50</td>
<td>48</td>
<td>15</td>
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<tr>
<td><strong>Electives Units</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>BSBADM405</td>
<td>Organise Meetings</td>
<td>20</td>
<td>32</td>
<td>10</td>
</tr>
<tr>
<td>BSBLED401</td>
<td>Develop teams and individuals</td>
<td>40</td>
<td>40</td>
<td>10</td>
</tr>
<tr>
<td>BSBMKG401</td>
<td>Profile the market</td>
<td>50</td>
<td>48</td>
<td>10</td>
</tr>
<tr>
<td>SBRES401</td>
<td>Analyse and present research information</td>
<td>40</td>
<td>40</td>
<td>10</td>
</tr>
<tr>
<td>BSBHRM405</td>
<td>Support the recruitment, selection and induction of staff</td>
<td>50</td>
<td>48</td>
<td>10</td>
</tr>
<tr>
<td>BSBWRT401</td>
<td>Write complex documents</td>
<td>50</td>
<td>48</td>
<td>10</td>
</tr>
<tr>
<td>BSB SMB404</td>
<td>Undertake small business planning</td>
<td>50</td>
<td>56</td>
<td>10</td>
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<tr>
<td>BSB SMB402</td>
<td>Plan small business finances</td>
<td>50</td>
<td>40</td>
<td>10</td>
</tr>
<tr>
<td>BSB MGM401</td>
<td>Make a presentation</td>
<td>30</td>
<td>40</td>
<td>15</td>
</tr>
<tr>
<td><strong>Total Student Contact Hours</strong></td>
<td></td>
<td>430</td>
<td>440</td>
<td>110</td>
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</table>