

CRICOS CODE: 04044M

# BSB40120 Certificate IV in Business



## Courses overview

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.

No licensing, legislative or certification requirements apply to this qualification at the time of publication. The latest release of the qualification and packaging rules can be found at the following link:

[BSB40120 Certificate IV in Business.](#)

### DELIVERY MODE

This program is delivered in the classroom and through structured self-study.

### DURATION

52 weeks  
Incl. 12 weeks of holidays)

### STUDY LOAD

Typical learners are expected to spend approximately 1,027 hours depending on existing knowledge, skills, and experience.

## Who should apply for this course and why?

This course is targeted at international students who are:

- ✓ Seeking to pursue a career in Business services roles.
- ✓ Seeking to enter a new industry sector within Business Services
- ✓ Seeking a pathway to higher-level qualifications within Business Services.

This course provides a pathway for further studies. You may be interested in undertaking further AQF qualifications such as:

- ✓ BSB50120 Diploma of Business
- ✓ BSB50420 Diploma of Leadership and Management
- ✓ BSB80120 Graduate Diploma of Management (Learning)



## Course Credit

You can apply for recognition of existing qualifications or skills, knowledge, and experience (credit transfer or recognition of prior learning) as per the information included in our International Student Handbook, which is available at

[Vigil International College Handbook](#)

If you are granted course credit, this will affect your course fees as well as the duration of your course. We will advise you in writing of changes to fees or course duration as a result of the credit. You will also be issued with a new Confirmation of Enrolment.

For any questions about course credit, contact us at the details shown below.

## What are the Entry Requirements?

There are no pre-requisites required to enter this training program BSB40120 Certificate IV in Business. However, Vigil International College screens learners according to the following criteria:

- ✓ Must be 18 years or older
- ✓ Have sound language, literacy, and numeracy skills\* (at least Year 10 English, or equivalent)
- ✓ Have basic computer skill
- ✓ Must hold a valid visa to study

ENGLISH LANGUAGE TEST PROVIDER	MINIMUM TEST SCORE <i>Equivalent to IELTS 6.0</i>	MINIMUM TEST SCORE <i>Equivalent to IELTS 5.0</i>
<b>IELTS</b>	6.0	5.0
<b>TOEFL IBT</b>	60	35
<b>PTE</b>	52	36
<b>CAE</b>	169	154
<b>OET</b>	PASS	
<b>DUOLINGO</b>	105	



## What can I Expect?

The following units are included in this course, and all are required for the award of the qualification. Students who only complete some units will be awarded with a Statement of Attainment for units successfully completed.

UNIT CODE	UNIT TITLE	CLASSIFICATION
BSBCRT411	Apply critical thinking to work practices	CORE
BSBTEC404	Use digital technologies to collaborate in a work environment	CORE
BSBTWK401	Build and maintain business relationships	CORE
BSBWHS411	Implement and monitor WHS policies, procedures and programs	CORE
BSBWRT411	Write complex documents	CORE
BSBXCM401	Apply communication strategies in the workplace	CORE
BSBCRT412	Articulate, present and debate ideas	ELECTIVE
BSBLDR411	Demonstrate leadership in the workplace	ELECTIVE
BSBOPS402	Coordinate business operational plans	ELECTIVE
BSBPEF401	Manage personal health and wellbeing	ELECTIVE
BSBPEF502	Develop and use emotional intelligence	ELECTIVE
BSBXTW401	Lead and facilitate a team	ELECTIVE



## Training and assessment information

This course is delivered face-to-face in a classroom-based setting, as well as through structured self-study.

The timetable for this course will be advised in your Offer Letter and Student Agreement. You are required to attend classes for 14 hours per week, as well as complete 6 hours of structured self-study per week for 40 study weeks (4 terms of 10 weeks each). Holiday breaks are as indicated in your timetable.

Class sessions include a mix of theory and practical activities with a focus on creating a real-life workplace.

In addition to classroom based learning and structured self-study, you will also need to complete approximately 5 hours of additional, unsupervised study per week including general reading and research for assessments.

### You will also need to complete assessments for this course which may include:

- ✓ Written Questions
- ✓ Case Studies
- ✓ Presentations
- ✓ Reports
- ✓ Role plays/observations

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

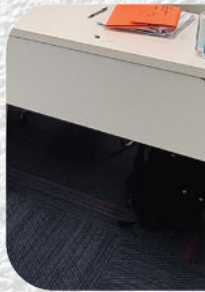
Your classes will be conducted in modern classrooms, and you will be able to access Wi-Fi. There are also areas for you to relax, as well as conduct additional study.

You will be provided with a Student Guide relevant to each unit in your course.



## Course Progress and Attendance

Satisfactory course progress and attendance is very important in order to meet visa requirements. Please read the International Student Handbook carefully for more information. You will also be provided with further information about course progress and attendance requirements at your orientation.



## Student Support

We offer the following in relation to support and welfare.

- ✓ One-to-one support from the trainer/assessor
- ✓ Support with personal issues
- ✓ Access to additional learning resources
- ✓ Reasonable adjustment in assessment
- ✓ Social events
- ✓ Information about external sources of support

You may not have studied for a while, may have English as a second language or need additional assistance with literacy or numeracy.

We will identify any additional support needs you may have at the time of application and enrolment and may prepare a Student Support Plan for you based on those needs.



## Resource Requirements

You are required to bring your own laptop with Office 365 (or similar program) to all classes. These costs are not included in your course fees. Specifications for laptops and associated costs are included below.

### Windows

SPECIFICATION	MINIMUM REQUIREMENTS
Processor	Intel® or AMD processor with 64-bit support*; 2 GHz or faster processor Microsoft Windows 10
Operating system	Microsoft Windows 10
RAM	10 GB or more of RAM (8 GB recommended)
Hard disk space	3.1 GB or more of available hard-disk space
Monitor resolution	1024 x 768 display (1280x800 recommended) with 16-bit colour and 512 MB or more of dedicated VRAM; 2 GB is recommended.
Graphics processor acceleration requirements	OpenGL 2.0-capable system
Monitor resolution	Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.

### macOS

SPECIFICATION	MINIMUM REQUIREMENTS
Processor	Multicore Intel processor with 64-bit support
Operating system	Big Sur
RAM	2 GB or more of RAM (8 GB recommended)
Hard disk space	4 GB or more of available hard-disk space for 64-bit installation; additional free space required during installation.
Monitor resolution	1024 x 768 display (1280x800 recommended) with 16-bit colour and 512 MB or more of dedicated VRAM; 2 GB is recommended
Graphics processor acceleration requirements	OpenGL 2.0-capable system
Monitor resolution	Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.

SOFTWARE	ASSOCIATED COST
Office 365	\$129 annually
Laptop details	Associated costs
Any laptop that meets the specifications above	\$450 (approximate only)



## Course Credit

You can apply for recognition of existing qualifications or skills, knowledge, and experience (credit transfer or recognition of prior learning) as per the information included in our International Student Handbook, which is available at [Vigil International College Handbook](#)

If you are granted course credit, this will affect your course fees as well as the duration of your course. We will advise you in writing of changes to fees or course duration as a result of the credit. You will also be issued with a new Confirmation of Enrolment. For any questions about course credit, contact us at the details shown below.

## What are the Entry Requirements?

There are no pre-requisites required to enter this training program SIT40521 Certificate IV in Kitchen Management. However, Vigil International College screens learners according to the following criteria:

- ✓ Must be 18 years or older
- ✓ Have sound language, literacy, and numeracy skills\* (at least Year 10 English, or equivalent)
- ✓ Have basic computer skill
- ✓ Must hold a valid visa to study

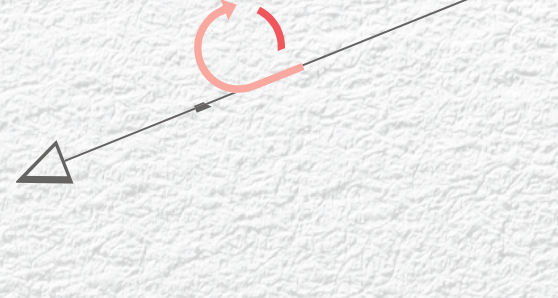
**(From non-English speaking background) are required to provide any one of the following evidence of upper intermediate proficiency in English:**

- ✓ The minimum test score for the English proficiency requirement for a Student visa increases from International English Language Testing System (IELTS) 5.5 to 6.0 (or equivalent).
- ✓ The minimum score to undertake a packaged English Language Intensive Course for Overseas Students (ELICOS) course increases from IELTS 4.5 to 5.0 (or equivalent).
- ✓ Students undertaking recognised university foundation or pathway programs that deliver reputable English language training require a score of IELTS 5.5 (or equivalent). These recognised courses will be listed on the Department's website.
- ✓ The English test must have been taken within two years before the application is made.



## How much does it cost?

ONSHORE STUDENTS	\$6,500.00
OFFSHORE STUDENTS	\$7,500.00
ENROLMENT FEE	\$300.00
MATERIAL FEE	\$300.00



You can find this info for each course under “Course Fee” on [our website](#).

A detailed payment plan and payment arrangements are provided in the Offer Letter and Student Agreement. You must pay all of your course fees and on time. Non-payment of fees may result in cancellation of enrolment.

You are also required to take out Overseas Health Insurance Cover before arriving in Australia. Vigil International College provides details of OSHC providers in the International Student Handbook. You can approach any of these providers to find out costs and organise your cover.

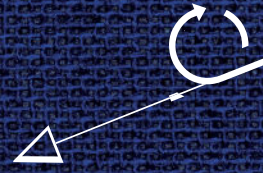
Additional costs associated with living in Australia are outlined in the International Student Handbook. You should carefully review these costs in relation to budgeting. Further information can be found at <https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs>

## How can I apply?

To apply for this course, you are required to complete an enrolment form and submit all required supporting evidence including copies of your:

- ✓ High School Certificate
- ✓ Proof of English language proficiency as specified in the entry requirements





Level 2, 12-14 Wentworth St, Parramatta NSW 2150



[info@vigiltrainingcollege.nsw.edu.au](mailto:info@vigiltrainingcollege.nsw.edu.au)



1800 97 97 66 | 0423 521 279



<https://vigilinternationalcollege.edu.au>

