

PARADE COLLEGE

RTO Number40750

1436 Plenty Road, Bundoora 3083

P: 9468 3300 F: 9467 3937

BSB40215 Certificate IV in Business



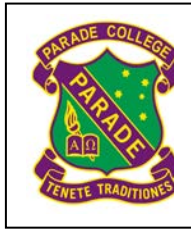
About the Course

This foundational course provides essential knowledge and skills in people management; financial and business procedures and records; project and event management, safe work practices and risk management. The course explores a range of concepts applicable to a number of industry sectors including but not limited to sport, manufacturing, retail, construction, finance, health and education. You'll learn organisational, time management and people skills to prepare you for work in a beginning level business, supervisory, coordination or managerial role.

Course Entry Requirements

Course applicants must meet the following selection criteria:

- satisfactory completion of Year 11 VCE or first year of the Parade College Sport Academy program, and
- satisfactory completion of a language, literacy and numeracy test.



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Duration and Schedule

The course is completed over 1 year / 2 semesters and will require attendance at the following sessions:

- Mondays 7.30am – 3.15pm and
- Fridays 1.00pm – 3.15pm

Units of Competency

This course requires satisfactory completion of the following units of competency:

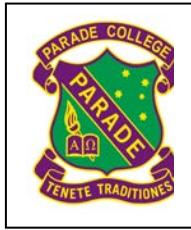
Unit Code	Unit Title
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements (C)
BSBRSK401	Identify risk and apply risk management processes (E)
BSBADM405	Organise meetings (E)
BSBFIA412	Report on financial activity (E)
BSBINN301	Promote innovation in a team environment (E)
BSBWRT401	Write complex documents (E)
CHCVOL003	Recruit, induct and support volunteers (E)
HLTAID003	Provide first Aid (E)
SISXEMR002	Coordinate emergency responses (E)
SISXIND005	Coordinate work teams (E)

C = Core and E = Elective

Training and assessment methods and location

Scheduled classes will be conducted at Parade College, Bundoora Campus. Training methods include face to face, classroom based trainer led presentations and demonstrations. Students will have significant opportunities to develop practical skills in business operations, with trainer coaching and supervision.

During the course you will also have the opportunity to apply your business knowledge and skills via practical activities and projects.



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Assessment:

A range of assessment methods are used throughout the course including workbook activities, written assignments and practical skill demonstrations. You will receive detailed assessment information on commencement of each unit.

Course Requirements

During orientation you will be informed of any specialist clothing, footwear, equipment or materials required of the course.

Credit Transfer and Recognition of Prior Learning

Credit Transfer (CT) is the recognition by a registered training organisation (Parade College) of the qualifications, certificates and/or statements of attainment issued by other registered training organisations, universities and TAFEs. While Recognition of Prior Learning (RPL) recognises the knowledge and skills you have gained through previous informal training, and past work and life experience.

If you think that you might be able to apply for CT or RPL, talk to Mr McKay, Executive Officer - RTO, preferably before course commencement.

Further Training and Employment Pathways

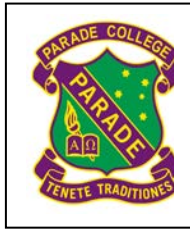
Further Training:

After satisfactorily completing the BSB40215 graduates may undertake a range of business related units and qualifications.

Employment:

After achieving BSB40215 graduates may gain employment in a Level 1/ Assistant Manager/Coordinator position, such as:

- Sport and Recreation Coordinator/Manager
- Retail Manager
- Team Leader/Coordinator.



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Fees and Charges

Parade College Students	
Tuition Fee	Included in College tuition fees
Material Fee	Included in College tuition fees

External Secondary School Students	
Tuition Fee	\$850.00
Material Fee	\$350.00
Total Fees:	\$1,200.00

All fees are inclusive of GST

For information regarding refunds, refer to our Fees and Refund policy available on our website <http://www.parade.vic.edu.au/RTO>.

Course Contact:

Mr Ricky Dyson

Course Coordinator and Teacher

Telephone contact: 03 - 9468 3300

Email contact: Ricky.Dyson@parade.vic.edu.au