



## Information Sheet

### **BSB40215 Certificate IV in Business**

CRICOS Code: 086911E

The code, title and current status of Eagle Academy courses can be found by visiting the National Register, [www.training.gov.au](http://www.training.gov.au) and entering the course code into the search field

The Eagle Academy is responsible for the quality of the training and assessment in compliance with the Standards, and for the issuance of the AQF certification documentation. This includes where a Third Party provides part of the training and assessment.



## **BSB40215 Certificate IV in Business – Information Sheet**

**Course Description:** 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.

**Course Length:** 6 months (28 weeks: 20 weeks tuition + 8 weeks holiday)

**Mode of Study:** Full Time, Part Time (domestic only), Distance Education (domestic only)

**Hours per Week:** Full time: 20 hours per week (15 hours on campus + 5 hours distance education)

**Commencement:** Any Monday of academic term. See Academic Calendar on our website download page.

**Course Cost:** Ask for our Payment Options Sheet or see Quick Guide on our website download page.

**Payment Options:** Full or Split Payment

**Discounts:** See website specials including the price beat guarantee <http://eagleacademy.com.au/specials/>

**Gov. Funding:** Not available

**Pre-requisites:**

- English to a “Pre-intermediate” level
- Completion of Year 10 (Australia), or equivalent.
- Students can apply for Recognition of Prior Learning, or Direct Credit. This may reduce course time. See website for details.

**Inclusions:** This course is available at Brisbane and Gold Coast locations. More course and campus information can be found on the All Course and Campus Quick Guide. The fees include everything that students require to complete the course.

Student Computers are available on a first in first served basis. We suggest that if you have your own Laptop/Tablet that you bring it with you. This will ensure that you have access to a computer for your formal assessments and you have your work with you at all times.

**Student Rights:** You have rights with regards to refunds, complaints and appeal processes. These rights are outlined in detail, in the Policies and procedures found on the download page of the website, and you **MUST** acquaint yourself with them prior to enrolment. The refund policy will also cover what your rights are should we, as the RTO, or a third-party training organisation closes, or ceases to deliver any part of the training product that you were enrolled in. In short, we would make arrangements suitable to yourself, to access another provider delivering that training, OR we offer you a refund

**Visa Students:** Be aware that agents can act on our behalf to recruit students. These agents are listed on our website. **ATTENDANCE IS NOT RECORDED OR MONITORED for visa compliance purposes. Progress Is Monitored For Visa Compliance Purposes:** The Academy has implemented a Course Progress Policy and Procedure. More detail can be found in the Policies and procedures found on the download page of the website.

### **Units:**

	<b>Students must study all 10 units below to gain the Qualification</b>
BSBCUS402	Address customer needs
BSBSMB401	Establish legal risk management requirements of small business
BSBRSK401	Identify risk and apply risk management processes
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBCMM401	Make a presentation
BSBSMB403	Market the small business
BSBADM405	Organise meetings
BSBSMB402	Plan small business finances
BSBMKG413	Promote products and services
BSBSMB404	Undertake small business planning

**More Information:** Ask our administration team or visit our website <http://eagleacademy.com.au/downloads/>