



**Information Sheet**  
**BSB40215 Certificate IV in Business**  
**Now with free “Extensive English Support” Option**  
**CRICOS Code: 086911E**

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.

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

<b>Course Length:</b>	12 months (52 weeks: 40 weeks tuition + 12 weeks holiday)
<b>Mode of Study:</b>	Full Time, Part Time (domestic only), Distance Education (domestic only)
<b>Hours per Week:</b>	Full time: 20 hours per week (13.5 hours on campus + 6.5 hours distance education)
<b>Commencement:</b>	Any Monday of academic term. See Academic Calendar on our website download page.
<b>Course Cost:</b>	Ask for our Payment Options Sheet or see Quick Guide on our website download page.
<b>Payment Options:</b>	Full or Split Payment
<b>Discounts:</b>	See website specials including the price beat guarantee <a href="http://eagleacademy.com.au/specials/">http://eagleacademy.com.au/specials/</a>
<b>Gov. Funding:</b>	Not available
<b>Pre-requisites:</b>	<ul style="list-style-type: none"> <li>English to a “Pre-intermediate” level + Completion of Year 10 (Australia), or equivalent.</li> <li>Students can apply for Recognition of Prior Learning, or Direct Credit. This may reduce course time.</li> </ul>
<b>Inclusions:</b>	<p>This course is available at Brisbane and Gold Coast locations as a self-paced/ flexible timetable option or with Extensive English Support for those students with limited English ability. We understand that everyone is different, so we try to make our courses as inclusive as possible, by offering options that allow for full access and equity. Both options include the maximum Distance Education allowance of 33%, meaning you can do substantial work in your home.</p> <p><b>Self-paced option.</b> This option suits domestic students or Visa students with a good English level (Intermediate or above). We offer a range of times to attend sessions including tuition, where you will be supervised and assisted to work through your course at a pace that suits you. Visa students must meet satisfactory progress requirements.</p> <p><b>Extensive English Support option.</b> This option suits students needing to improve their English so they may succeed in the course, and as an advantage in the international business sector on returning home, where English is not the first language. Students have a slightly varied set of units focussing on better Business English, with the inclusion of a unit from the popular Certificate I in Spoken &amp; Written English course. In addition, students can choose up to <b>7 hours per week of English support</b> at no additional cost. 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.</p> <p>Student Computers are available on a first in first served basis.</p>
<b>Student Rights:</b>	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 <b>MUST</b> 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
<b>Visa Students:</b>	Be aware that agents can act on our behalf to recruit students. These agents are listed on our website. <b>ATTENDANCE IS NOT RECORDED OR MONITORED for visa compliance purposes. Progress Is Monitored For Visa Compliance Purposes:</b> 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.

### **Self-Paced: Complete 10 units to gain the Qualification**

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

### **English Support: Complete 10 units to gain the Qualification**

BSBCUS402 Address customer needs
FKSOCM07 Interact effectively with others at work
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
BSBCUS201 Deliver service to customers
BSBADM405 Organise meetings
FKSOCM08 Use oral communication to facilitate workplace negotiations
BSBMKG413 Promote products and services
SWEWSJ404A Writing skills for job seeking documents

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