

# BSB40215 Certificate IV in Business

BSB40215 Certificate IV in Business is a nationally accredited course under the Australian Qualifications Framework (AQF). Navitas Professional Careers and Internships offers the BSB40215 Certificate IV in Business as part of its Professional Year Program to prepare its students in becoming working professionals.

## Navitas Professional Year Program

The Professional Year Program is an initiative from the Australian Government to address the skills shortage in Australia in three streams; Accounting, IT and Engineering.

Endorsed by the Department of Immigration and Border Protection (DIBP), Navitas' Professional Year Program incorporates the BSB40215 Certificate IV in Business and Work Integrated Learning through an accompanying internship, with the view to ensure international graduates of Australian universities have a successful transition into the workforce.

## Coursework and delivery overview

The BSB40215 Certificate IV in Business is embedded throughout the Navitas Professional Year coursework. Delivered face-to-face in a classroom environment, it consists of trainer led theory classes and practical hands-on sessions, involving group and individual activities. These activities involve the application of coursework theory, through scenarios, contextualised to Australian business work practices.

### Units of competency

Navitas' Professional Year Program includes 32 weeks of coursework with 10 Units of Competency that make up the BSB40215 Certificate IV in Business. The units that our students will cover are:



Code	Title	Core/elective
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements.	Core
BSBCUS402	Address customer needs	Listed elective
BSBADM405	Organise meetings	Listed elective
BSBINN301	Promote innovation in a team environment	Level 3 Listed elective
BSBCMM401	Make a presentation	Listed elective
BSBREL401	Establish networks	Listed elective
BSBRES401	Analyse and present research information	Listed elective
BSBWRT401	Write complex documents	Listed elective
BSBDIV301	Work effectively with diversity	Level 3 Non-listed elective
BSBLDR402	Lead effective workplace relationships	Non Listed elective

After achieving this qualification, students have the opportunity to undertake a range of Diploma level qualifications within the BSB Business Services Training Package, or other training packages.

### Bring your own device (BYOD)

With increased use of educational tools throughout the Navitas Professional Year coursework, students will need to bring their own device (e.g. laptops, tablets) during training sessions in order to fulfill work-simulated activities.

### BYOD - minimum requirements

Processor: i3 Processor

RAM: 8GB

Hard Drive: 128GB SSD (256GB SSD recommended if not using Cloud storage)

Display: 13 inch full HD (1920 x 1080) with a built-in webcam

Headsets/microphone

Device must be fully charged

### Simulated workplace training

Every four weeks throughout the Navitas Professional Year coursework, internship preparation and simulated workplace training are conducted to contextualise theory into practice in a simulated workplace environment.

The simulated workplace requires you to attend class dressed appropriately for the workplace. Business attire is compulsory during these sessions. Your trainer will become your workplace manager where you will complete work related activities that utilise educational technology tools. These tools include video conferencing, infographics, video editing software, google apps, screencast development and blog creation tools.

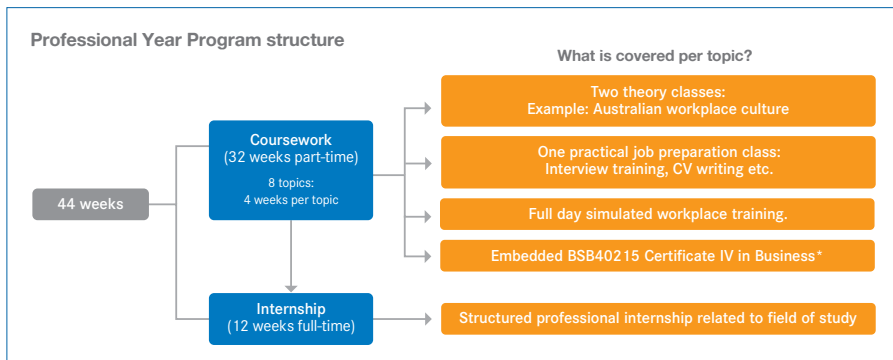
These activities are designed to build employability skills (e.g. communication, problem solving, teamwork and digital literacy skills) required in a contemporary Australian work environment.

Throughout your internship preparation and workplace simulation component, you will develop a digital portfolio of practical projects, showcasing your office skills from your work related activities. Build your digital brand by choosing your best projects to present to future employers on your own, personalised website.

### Assessment

The Navitas Professional Year coursework is competency based, requiring students to complete assessments. Navitas Professional uses a range of assessments including:

- Demonstration/Presentation
- Case Study – Fault Finding
- Written Test – Quiz/Short Answer
- Report/Workplace Document/Research



### About Navitas Professional Careers and Internships

Navitas Professional has been delivering career readiness solutions to tertiary students, graduates and young professionals since 2008. A leader in the private education industry, we recognise that graduates need a competitive edge to gain successful employment.

Our programs encompass professional workplace training and mentoring, internships, industry networking, business communication, team-building and leadership skills.

Navitas is a leading global educator and partner helping more than 80,000 international and domestic students around the world achieve their potential through world class education each year.

Established in 1994, Navitas is an S&P ASX 100 company which employs more than 6,000 staff across 31 countries. Learn more at [Navitas.com](http://Navitas.com)

## Join Navitas Professional Year and become AQF qualified.

## Apply now at [navitas-internships.com/how-to-apply](http://navitas-internships.com/how-to-apply) or call 1300 728 966 for more information.