



Westminster College

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SYDNEY NSW 2000

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NATIONALLY RECOGNISED
TRAINING

The above logo symbolises a Registered Training Organisation (RTO) that is an organisation that is registered to deliver Australian Nationally Recognised Training and qualifications

BSB40120 Certificate IV in Business (Administration)

Course Code: 105016H

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
BSBPEF402	Develop personal work priorities	Elective A
BSBPEF403	Lead personal development	Elective A
BSBOPS401	Coordinate business resources	Elective C
BSBOPS405	Organise business meetings	Elective C
BSBTEC401	Design and produce complex text documents	Elective C
BSBTEC402	Design and produce complex spreadsheets	Elective C

Entry Requirements

Enrolment of participants will be subject to meeting the following requirements:

- Must be 18 years of age or over; and
- Successful completion of Year 12 or its equivalent; or
- Successful completion of Certificate IV or a Diploma above in Australia

There are a range of alternate Elective Units of Competency (UOC) available that may be able to be substituted for the listed elective UOC above, but a determination will need to be made by the RTO as to whether they are within the capabilities of delivery and assessment by Westminster College. To review the electives as listed in the National Training Package, they are available at <https://training.gov.au/Training/Details/BSB40120>. Core UOC cannot be changed.

Outcome

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.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Education & Migration Agents

Westminster College uses the resources of Registered Education and/or Migration Agents for the recruitment of International students. Our recommended agents are listed on the College website <http://www.westminster.nsw.edu.au/>. If you wish to use the services of a different agent, please do not hesitate to Contact Us by our website or [enquiries@westminster.nsw.edu.au/](mailto:enquiries@westminster.nsw.edu.au).

For latest and updated information **PLEASE** refer to the College website www.westminster.nsw.edu.au

Course Information

Introduction

There are no specific entry requirements for this program, and it is targeted for domestic students. The development of the program was with consultation with industry advisors to respond to a need that has developed for additional educational vacancies for specialist aged care industry positions that will benefit from Nationally Recognised Training.

Several units of competency require the use of a computer. You are expected to supply your own device such as a laptop, notebook or pad that is capable of Wi-Fi connectivity and loaded with the Microsoft suite of programs.

As a candidate, you will be required to show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role.

This course is accredited by the Australian Skills Quality Authority (ASQA) and is compliant with the Australian Qualification Framework

Duration and Conduct	To maintain satisfactory course progress, a student is expected to maintain satisfactory attendance, as well as participate in classroom learning activities. Students are also required to successfully complete all their assessment tasks. This represents satisfactory course progress.			
Tuition Fee	\$8,000.00 not including the required textbooks.		Total Fee Due	\$8,400.00
Material fee	\$400.00 Covering the purchase of all required text and reference material (\$300) and a fixed printing charge (\$100)			
Payment Schedule (Prior to the commencement of the next Unit of Competency)	1st	2nd	3rd	4th
	\$2,600.00	\$2,000.00	\$2,000.00	\$2,000.00
Tuition Fee Payment	Westminster College collects student fees in advance and therefore it will comply with the following options for initial and continuing fee collection and registration: <ul style="list-style-type: none"> Students, or the person responsible for paying the tuition fees, can now choose to pay more than 50 per cent of their tuition fees before they start their course; Westminster College cannot require students to pay more than 50% of their tuition fees before they start the course; A payment plan for any outstanding fees can be negotiated and will be detailed on a separate document.			
Enrolment fee	\$200.00 – Non-refundable. Included in tuition fee.			
Certification	All assessments must be completed successfully for the issue of a Certificate. A completion less than all UOC will see a Statement of Attainment issued. All financial payments must be completed before any certification is issued.			

Course Conduct

The program will be delivered by Westminster College at a location that meets the College environmental requirements as an institution based Training and Assessment program. A students' program is considered to have completed of a successful academic program with a determination of **COMPETENT** in 12 Units of Competency over a maximum period of 36 study weeks. The delivery method that will be available is face to face institution based. Any successful UOC completed but is less than the entire qualification will be recognised by the issue of a Statement of Attainment. There will be scheduled breaks during the year for the application of intervention methods for affected student's and a recreation break for others; there is a programmed extended break during December/January.

Recognition of Prior Learning (RPL) - is the formal recognition of the skills and knowledge a person has regardless of how or where these skills may have been attained, that is, through formal or informal training work experience, (paid and unpaid) voluntary work and life experience. The evidence provided for RPL must address the currency of competencies being assessed. Westminster College confirms that all students, potential or actual, of all offered accredited courses are provided with full recognition of their current skills and knowledge. Westminster College promotes acknowledgment of 'non-traditional' forms of learning as valid pathways for recognition of competency achievement during the RPL assessment process. RPL will result in exemptions and it can be determined by applying for an application from your agent or directly from Westminster College.

Attendance Requirement

To maintain satisfactory course progress for the program duration, a student is expected to maintain satisfactory attendance (80%), as well as participate in classroom learning activities. Attendance is determined as 2.5 days per academic week Students are also required to successfully complete all their assessment tasks and achieve a pass of not less than 50% throughout the program. This represents satisfactory course progress. Students who do not maintain an attendance rate of 80% or higher will not be permitted re-assessment of any kind unless compassionate reasons apply.

Assessment

Westminster College will use a combination of assessment methods and approaches which will involve collecting a range of evidence for ensuring consistency of competency. Assessment may include written assignments, projects and portfolio of evidence. The portfolios may include forms, templates and resources produced, documents completed and handouts. Where a student fails one (1) or more assessment methods within a single UOC, they are to be re-assessed once, free of charge, and this must be completed within the immediate operational term or as soon as possible following that term, as per the College's re-assessment policy. If the student does not pass the free additional assessment method, they are to be offered one (1) more opportunity for re assessment, with the provision, that they must be charged a fee for each opportunity within the immediate following term or as soon as possible following that term.

Campus Location

Suite 501, Level 5, 541 Kent Street, SYDNEY NSW 2000 AUSTRALIA

Email: enquiries@westminster.nsw.edu.au

Website www.westminster.nsw.edu.au