



NOVUS COLLEGE

BSB40120-CERTIFICATE IV IN BUSINESS

COURSE GUIDE

2024

COURSE AT A GLANCE

BSB40120 Certificate IV In Business

CRICOS Course Code: 110252J

Mode of delivery: Blended (Face-to-Face + Distance learning)

Location: Sydney | Gosford (Campus)

Duration: 78 Weeks



This qualification reflects the role of individuals in various Business Services job positions. These individuals may have supervisory performance accountabilities. Those 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 analyze information from various sources.

They may provide leadership and guidance to others, with some limited responsibility for the output of others.

WHO SHOULD APPLY FOR THIS COURSE?

Novus College sets the following entry criteria for international students:

- Attainment of a minimum age of 18 and completion of Year 12 or its equivalent.
- Participation in a course entry interview to assess suitability for the program and individual student needs.
- Achievement of an IELTS* score of 5.5, with test results not exceeding 2 years.

Alternatively, English language proficiency can be established through documented proof of:

- 5 years of education in an English-speaking country; or
- Successful completion of an English Placement Test.

**Please note that other English language tests such as PTE and TOEFL may be considered. Students must submit their results for evaluation to ensure equivalence to IELTS 5.5.*

WHAT CAN I EXPECT (SUBJECTS)

The following units are included in this course, and all are required for the award of the qualification. If you successfully complete some but not all units, you will be awarded with a Statement of Attainment.

Core

BSBCRT411	Apply critical thinking to work practices
BSBTEC404	Use digital technologies to collaborate in a work environment

BSBTWK401	Build and maintain business relationships
BSBWHS411	Implement and monitor WHS policies, procedures, and programs
BSBWRT411	Write complex documents
BSBXCM401	Apply communication strategies in the workplace
BSBMGT608	Manage innovation and continuous improvement
BSBRSK501	Manage risk

Elective

BSBCMM411	Make presentations
BSBOPS405	Organise business meetings
BSBCRT412	Articulate, present and debate ideas
BSBPEF501	Manage personal and professional development
BSBPMG430	Undertake project work

*Please be advised that our elective course offerings are periodically updated to align with industry trends, student feedback, and regulatory requirements, ensuring our curriculum remains current and relevant.



TRAINING AND ASSESSMENT INFORMATION

Delivery Method:

Blended (Face-to-Face + Distance learning)

Course Duration:

The qualification spans over 78 weeks.

Course Structure:

Consists of 6 terms, each 10 weeks long, with 18 weeks allocated for holiday breaks / catch up classes.

Weekly Commitment:

Students are expected to attend 14 hours of classroom training per week and complete 6 hours of distance learning. Additionally, an average of 2 hours of homework per week is anticipated.

Assessment Approach:

Varied assessment methods including presentations, individual tasks, case studies, research, role plays, practical demonstrations, and group work.

Assessment Guidelines:

At the beginning of each unit, the trainer outlines the assessment tasks that students must complete.

Learning Environment:

The classes occur in modern classrooms with Wi-Fi access, facilitating both relaxation and additional study. This setup aims to provide a comprehensive understanding of the automotive field through a mix of theoretical learning, practical activities, and real-life workplace simulations.



COURSE PROGRESS AND ATTENDANCE

Satisfactory course progress and attendance is very important in order to meet visa requirements. Please read the International Student Handbook carefully for more information. You will also be provided with further information about course progress and attendance requirements at your orientation.

RESOURCE REQUIREMENTS

The resource requirements for the course include:

- A laptop with Office 365 or a similar program for use during classes.
- Minimum specifications for a PC or MacOS, including RAM, hard disk space, monitor resolution, and internet connectivity.
- Access to Wi-Fi and modern classrooms.
- Student Guides relevant to each unit in the course.
- These resources are necessary to support the learning environment and ensure students can engage effectively in the coursework.



STUDENT SUPPORT

- **Additional Classes:** Offered based on identified needs.
- **Trainer/Assessor Contact:** Available via email, Zoom, in person, and phone.
- **Assessment Attempts:** Two free assessment attempts are provided.
- **Reasonable Adjustments:** Available in training and assessment.
- **Ongoing Conversations:** Staff maintain regular communication with students to track course progress.
- **Individualised Support:** Tailored assistance for those who may have been away from studying for a while, non-English native speakers, or those requiring extra help with literacy or numeracy.

COURSE CREDIT & RECOGNITION OF PRIOR LEARNING



You can apply for recognition of existing qualifications or skills, knowledge, and experience (credit transfer or recognition of prior learning) as per the information included in our International Student Handbook, which is available at www.novus.edu.au

Overseas Students with significant prior work experience or equivalent qualification can apply for course credits during the Enrolment process.

You can provide information regarding course credits by completing our Enrolment Form. Application for course credits will be assessed and your subsequent course duration & fee will be adjusted in the Student offer

ENTRY REQUIREMENTS

Novus Education has the following entry requirements: International students must:

- Be at least 18 years of age and have completed Year 12 or equivalent.
- be approved in the pre-enrolment evaluation to assess the suitability of the course for the student, and to understand student needs

International students must:

- Have an IELTS* score of 6.0 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
 - Educated for 5 years in an English-speaking country; or
 - Successful completion of an English Placement Test

**Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 6.0.*

HOW CAN I APPLY

To apply for this course, you are required to complete an enrolment form and submit all required supporting evidence including copies of your:

- Academic Certificates.
- Proof of English language proficiency as specified in the entry requirements.

HOW MUCH DOES IT COST

To receive a breakdown of your tuition costs, please reach out to us at admin@novus.edu.au. Detailed payment plans and payment arrangements will be provided in the Offer Letter and Student Agreement. You must pay all of your course fee on time. Non-payment of fees may result in cancellation of enrolment.

You are also required to take Overseas Health Insurance Cover before joining Novus College. Novus College provides details of OSHC providers. You can approach any of these providers to find out costs and organise your cover. Additional costs associated with living in Australia are outlined in the International Student Handbook. You should carefully review these costs in relation to budgeting. Further information can be found at: <https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs>



WHERE TO FROM HERE?

After completing the enrolment form and submitting all required supporting documents, if your application is successful, you'll receive an Offer Letter and Student Agreement. Review these documents thoroughly to ensure you're comfortable with the terms and conditions. Once you're satisfied, sign the documents and send them back.ation and guidelines.

Upon receiving these signed documents, the institution will issue you a Confirmation of Enrolment (CoE) letter along with an invoice for the initial payment. The commencement of the course will include orientation and induction sessions, providing information about campus facilities, living in Australia, accessing support services, and meeting course progress requirements.

Make sure to read the course outline along with Novus College's International Student Handbook, available online at www.novus.edu.au, for comprehensive information and guidelines.

my.novus.edu.au/enrol

CONTACT US

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Online enquiry: www.novus.edu.au



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