



# THE LEARNING PROFESSIONALS

LP Communications Pty Ltd trading as The Learning Professionals

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## BSB40120 Certificate IV Business

Student Training in Simulated Business Program

### Course Details

#### Outcome

The program is designed to produce officers in a variety of Business Services job roles. These individuals may have supervisory performance accountabilities.

#### Duration

This program is delivered over 38 weeks including holiday breaks. The total tuition duration for the course is 30 weeks

#### Target group

Domestic students

#### Delivery of Training and Assessment

This program is delivered online via Zoom including theory and simulated practical classes and assigned projects and assessments

#### Participants must

- ✓ Provide their own writing materials such as pens, pencils, and notepads.
- ✓ Have access to the Internet, computer, and word processing software to complete this program.

#### Location

This program is delivered online via Zoom

#### Entry Requirements:

- ✓ Training Package: This qualification may be accessed by direct entry
- ✓ The Learning Professionals:
  - Over 18 years of age on course commencement
  - Have satisfactorily completed Year 11 or equivalent
  - Completion of a Pre-Training Review including LLN\* foundation level test

\*Language literacy and numeracy (LLN) levels are not a barrier to entry; it helps us understand how we can support you in your learning journey with us. An LLN test is not required if applicant has completed 12 months of study in an AQF program at the same level or higher than this qualification within Australia.



NATIONALLY RECOGNISED  
TRAINING

For further information, please contact:

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Or Scan the QR Code to contact us online.



Taking you from the unknown to the known

## Student Training in Simulated Environment

### Recognition of Prior Learning (RPL) and Credit Transfer (CT)

All applicants can apply for Credit transfer of units that they have already been issued with from other RTO. Additionally, they may wish to apply for recognition of their prior learning gained from their past formal and informal learning pathway. Due to the complexity of this trade course, all applicants applying for CT and RPL will be required to complete a 'skills test' to verify the current skills and knowledge against the units requested.

### Pathways after program completion

On completion of this course, you may take up further study in

- Diploma of Business or
- Possible Vocational pathways: Office Administrator, Coordinator or other middle management roles

**Training product status:** current

**Work-based training/work placement:** NIL

### Fees

#### The Course fees for students include

• <b>Tuition Fee:</b>	<b>\$ 3,000</b>
• <b>Admissions Fee:</b>	<b>\$ 200</b>
• <b>Material Fee:</b>	<b>\$ 200</b>
<b>Total Fee:</b>	<b>\$ 3,400</b>

### Program Units of Competency

#### Core Units

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

#### Elective Units

- BSBPEF502 Develop and use emotional intelligence
- BSBSUS511 Develop workplace policies and procedures for sustainability
- BSBINS402 Coordinate workplace information systems
- BSBTEC402 Design and produce complex spreadsheets
- BSBOPS405 Organise business meetings
- BSBPEF401 Manage personal health and wellbeing

