



BRISBANE COLLEGE OF AUSTRALIA



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BUSINESS COURSE INFORMATION PACK

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ABOUT THIS COURSE

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 welldeveloped 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.

CAREER AND STUDY PATHWAY

Students who successfully complete this course may find employment as a Personal Assistant, Office Administrator, Sustainability Manager, Sales Assistant, Sustainability Officer, Trade Coordinator, Exporter, Importer, Assistant Records Manager, Analyst, Customer service assistant, Administrator. Students may also wish to continue further business study such as Diploma of Business, Diploma of Leadership and Management or University Degree Programs.

LEARNING OUTCOMES

Upon completion of this course, a Certificate IV in Business will be issued. Students will gain the following skill sets for employability: communication, teamwork, problem-solving, imitative and enterprise, planning and organising, self-management, learning and technology. Students may continue on to the Diploma of Business or gain employment.

PROGRAM STRUCTURE

All units of competency are to be taught separately due to the wide range of possible combinations available. This allows for students to choose units which do not overlap with other units they have chosen, or have already completed.



ENTRY REQUIREMENTS

INTERNATIONAL STUDENTS
- IELTS score of 6.0 (or equivalent).
- High school certificate and copy of highest level of qualification.

DOMESTIC STUDENTS
- High school certificate (or equivalent) OR copy of highest level of qualification

COST AND DURATION

View our course fees and duration [here](#)

COURSE DELIVERY

Face to face - Brisbane City Campus
Correspondence/Distance Learning (Domestic Students and non student visa holders)

APPLY

Apply online [here](#)

Download the form and apply via email [here](#)

UNITS OF COMPETENCY

This qualification requires students to complete 12 units of competency. There are 6 core units and 6 elective units. Students who have already completed any Certificate IV in Business units may apply for Recognition of Prior Learning towards the qualification (More information on appropriate units that may be credited towards this qualification is available upon request).

CORE UNITS

- BSBCRT411** **Apply critical thinking to work practices**
This unit describes the skills and knowledge required to use advanced-level critical thinking skills in a workplace context. This includes using methods of analysis, synthesis and evaluation.
- BSBTEC404** **Use digital technologies to collaborate in a work environment**
This unit describes the skills and knowledge required to understand the fundamentals of using digital technologies to collaborate in a workplace context, including working as part of a remote team. It involves undertaking a basic review of organisational processes to identify opportunities for using digital technologies to complete work tasks more efficiently and effectively.
- BSBTWK401** **Build and maintain business relationships**
This unit describes the skills and knowledge required to establish, develop and maintain effective work relationships and networks through relationship building and negotiation skills required by workers. These workers may be within an organisation as well as freelance or contract workers.
- BSBWHS411** **Implement and monitor WHS policies, procedures and programs**
This unit describes the skills and knowledge required to implement and monitor an organisation's work health and safety (WHS) policies, procedures and programs in the relevant work area in order to meet legislative requirements.
- BSBWRT411** **Write complex documents**
This unit describes the skills and knowledge required to plan, draft and finalise complex documents.
- BSBXCM401** **Apply communication strategies in the workplace**
This unit describes the skills and knowledge required to facilitate and apply communication strategies in the workplace within any industry.

ELECTIVE UNITS

- BSBPEF402** **Develop personal work priorities**
This unit describes the skills and knowledge required to plan and prioritise own work tasks. It also addresses the skills and knowledge to monitor and obtain feedback on personal work performance.
- BSBPEF502** **Develop and use emotional intelligence**
This unit describes the skills and knowledge required to develop and use emotional intelligence to increase self-awareness, self-management, social awareness and relationship management in the workplace.
- BSBCMM411** **Make presentations**
This unit covers the skills and knowledge required to prepare, deliver and review

presentations for target audiences.

BSBPEF501

Manage personal and professional Development

This unit describes the skills and knowledge required to implement systems and process that support the personal and professional development of self and others.

BSBTEC402

Design and produce complex spreadsheets

This unit describes the skills and knowledge required to use spreadsheet software to complete business tasks and produce complex documents.

BSBFIN401

Report on financial activity

This unit describes skills and knowledge required to prepare financial reports in line with statutory reporting requirements. This includes compiling and analysing financial data.

FNSTPB402

Establish and maintain payroll systems

This unit describes the skills and knowledge required to record and prepare payroll documentation, respond to enquiries, and process payroll data for manual and computerised systems.

*Elective units may be subject to change

ABOUT THIS COURSE

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have frontline management accountabilities. Individuals in these roles carry out moderately complex tasks in a specialist field of expertise that requires business operations skills. They may possess substantial experience in a range of settings, but seek to further develop their skills across a wide range of business functions.

It is also suitable for students wanting to build on their previous Certificate IV qualification. Students will gain an extensive depth of understanding across a broad range of business areas.

CAREER AND STUDY PATHWAY

Types of roles students may want to pursue after completing the course include Executive Officer, Business Development Manager, Project Consultant, Compliance Manager (Local Government), Office Manager, Business Sales Team Leader, Administrator, Corporate Services Manager, Administration Manager (Local Government), Evaluation, Records Management Coordinator, Team Leader, Procurement Officer, Unit Leader, Project Coordinator, Administration Manager, Customer Service Manager, Procurement and Contract Manager, Records Manager, Environmental Compliance Officer (Local Government).

Students may also use this qualification to gain credit towards a University Degree in Business.

LEARNING OUTCOMES

Upon completion of this course, a Diploma of Business will be issued. Students will gain a wide variety of knowledge in business and management. This qualification will equip students with the following employability skills: communication, teamwork, problem-solving, initiative, planning and organising, self-management, learning and technology.

PROGRAM STRUCTURE

All units of competency are to be taught separately due to the wide range of possible combinations available. This allows for students to choose units which do not overlap with other units they have chosen, or have already completed.



ENTRY REQUIREMENTS

INTERNATIONAL STUDENTS

- IELTS score of 6.0 (or equivalent).
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DOMESTIC STUDENTS

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COST AND DURATION

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UNITS OF COMPETENCY

This qualification requires students to complete 5 core units and 7 elective units.

Students who have already completed any Diploma of Business units may apply for Recognition of Prior Learning (RPL) towards the qualification.

CORE UNITS

- BSBCRT511** **Develop critical thinking in others**
This unit describes the skills and knowledge required to develop critical and creative thinking skills in others within a workplace context.
- BSBFIN501** **Manage budgets and financial plans**
This unit describes the skills and knowledge required to undertake financial management in an organisation or work area. It includes planning and implementing financial management approaches and supporting and evaluating effectiveness of financial management processes.
- BSBOPS501** **Manage business resources**
This unit describes the skills and knowledge required to manage resources according to planned business strategies. It includes analysing resource requirements, developing resource plans, allocating resources, and reviewing and reporting on resource usage.
- BSBSUS511** **Develop workplace policies and procedures for sustainability**
This unit describes the skills and knowledge required to develop and implement workplace sustainability policies and to modify the policy to suit changed circumstances.
- BSBXCM501** **Lead communication in the workplace**
This unit describes the skills and knowledge required to lead communication in the workplace within any industry.

ELECTIVE UNITS

- BSBPRC505** **Manage ethical procurement strategy**
This unit describes the skills and knowledge required to employ ethical procurement processes and policies to identify suppliers' contribution to improve the ethics of that specific supply chain, such as waste, water, emissions, materials, service and innovation.
- BSBOPS503** **Manage business risk**
This unit describes the skills and knowledge required to plan for or review the requirements of administrative systems and procedures for implementing, monitoring and reviewing the system.
- BSBOPS601** **Develop and implement business systems**
This unit describes the skills and knowledge required to lead a business operation that covers the steps required to develop and implement business plans.
- BSBHRM529** **Coordinate separation and termination processes**
This unit describes the skills and knowledge required to coordinate redeployment, resignation, retirement, dismissal and redundancy, including the conduct of exit interviews.

BSBLDR522**Manage people performance**

This unit describes the skills and knowledge required to manage the performance of staff that are direct reports.

BSBHRM521**Facilitate performance development processes**

This unit describes the skills and knowledge required to develop and facilitate implementation of performance development processes and to coordinate individual or group learning and development to encourage effective employee performance.

BSBLDR601**Lead and manage organisational change**

This unit describes the skills and knowledge required to lead and manage organisational change.

*Elective units may be subject to change

BSB6020 ADVANCED DIPLOMA OF BUSINESS

ABOUT THIS COURSE

This qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in leadership and management, across a range of enterprise and industry contexts.

Individuals at this level use initiative and judgement to plan and implement a range of leadership and management functions, with accountability for personal and team outcomes within broad parameters.

They use cognitive and communication skills to identify, analyse and synthesise information from a variety of sources and transfer their knowledge to others, and creative or conceptual skills to express ideas and perspectives or respond to complex problems.

CAREER AND STUDY PATHWAY

Students who successfully complete this course may find employment as a Managing Director, Manager, Department Manager, Chief Executive Officer, Quarry Business Manager, Area Manager, Business Analyst, Business Development Director, Senior Executive, Executive Director.

Students may also gain credit towards studying as a Bachelor of Business or other University Degree programs.

LEARNING OUTCOMES

Upon completion of this course, an Advanced Diploma of Leadership and Management will be issued. Students will gain employability skills such as: leadership, planning and organising, initiative, self-management, communication and how to effectively respond to problems. Students may continue onto a Bachelor of Business or gain employment.

PROGRAM STRUCTURE

All units of competency are to be taught separately due to the wide range of possible combinations available. This allows for students to choose units which do not overlap with other units they have chosen, or have already completed.



ENTRY REQUIREMENTS

INTERNATIONAL STUDENTS

- IELTS score of 6.0 (or equivalent).
- High school certificate and copy of highest level of qualification.

DOMESTIC STUDENTS

- High school certificate (or equivalent) OR copy of highest level of qualification

COURSE PREREQUISITE

- Completed a Diploma or Advanced Diploma from the BSB Training Package or have 2 years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise

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UNITS OF COMPETENCY

This qualification requires students to complete a total of 10 units of competency including 5 core units and 5 elective units.

Students who have already completed any Advanced Diploma of Business units may apply for Recognition of Prior Learning (RPL) towards the qualification.

CORE UNITS

- BSBCRT611 Apply critical thinking for complex problem solving**
This unit describes the skills and knowledge required to apply critical thinking in order to develop solutions to complex issues arising in the workplace.
- BSBLDR601 Lead and manage organisational change**
This unit describes the skills and knowledge required to lead and manage organisational change.
- BSBLDR602 Provide leadership across the organisation**
This unit describes the skills and knowledge required to demonstrate senior leadership behaviour and personal and professional competence. Business ethics are also addressed in this unit.
- BSBOPS601 Develop and implement business plans**
This unit describes the skills and knowledge required to lead a business operation that covers the steps required to develop and implement business plans.
- BSBSTR601 Manage innovation and continuous improvement**
This unit describes the skills and knowledge required to sustain and develop an environment in which continuous improvement, innovation and learning are promoted and rewarded.

ELECTIVE UNITS

- BSBCMM511 Communicate with influence**
This unit describes the skills and knowledge required to present and negotiate persuasively, lead and participate in meetings and make presentations to customers, clients and other key stakeholders.
- BSBHRM613 Contribute to the development of learning and development strategies**
This unit describes the skills and knowledge required to contribute to improving organisational learning, and the quality of training and assessment products and services. It covers contributing to strategy formation; designing, developing and implementing an organisational learning strategy, and reviewing and improving overall organisational learning and development.
- BSBHRM614 Contribute to strategic workforce planning**
This unit describes the skills and knowledge required to contribute to development, implementation and maintenance of a strategic approach to workforce planning in an organisation ensuring that there is the structure and staff in place to meet current and foreseeable organisational objectives.

Choose 2 electives from the following list

- BSBPEF501 Manage personal and professional development**
This unit describes the skills and knowledge required to implement systems and process that support the personal and professional development of self and others.

BSBPMG633 Provide leadership for the program
This unit describes the skills and knowledge required to provide leadership for the program. It covers leadership strategies to motivate and inspire individuals and organisations to work constructively toward attainment of program benefits through consolidating program vision, managing risks and supporting staff.

BSBSTR602 Develop organisational strategies
This unit describes the skills and knowledge required to establish the strategic direction of the organisation, sustain competitive advantage and enhance competitiveness. It covers analysis and interpretation of relevant markets, capability assessment of the organisation and analysis of the organisation's existing and potential competitors and allies. It also covers implementing the strategic plan and developing specific actions and initiatives that will be undertaken by people working in various roles.

BSBXCM501 Lead communication in the workplace
This unit describes the skills and knowledge required to lead communication in the workplace within any industry.

ABOUT THIS COURSE

This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts.

Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements.

They may plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

CAREER AND STUDY PATHWAY

Upon successful completion of this course students may gain employment as a Transport Manager, Distribution Centre Manager, Information Services Manager, Manager, Corporate Services Manager, Public Sector Manager, Senior Manager (Public Sector), Office Manager, Legal Practice Manager, Operations Manager, Warehouse Manager, Business Development Manager, Production Manager, Business Manager.

Students may also choose to build on this qualification with the Advanced Diploma of Leadership and Management or use this qualification to gain credit towards a University Degree in Business.

LEARNING OUTCOMES

Upon completion of this course, a Diploma of Leadership and Management will be issued. Students will gain a wide variety of knowledge in business and management. This qualification will equip students with the following employability skills: planning, designing and evaluating solutions to unpredictable problems and identify, analyse and synthesise information from a variety of sources.

PROGRAM STRUCTURE

All units of competency are to be taught separately due to the wide range of possible combinations available. This allows for students to choose units which do not overlap with other units they have chosen, or have already completed.



ENTRY REQUIREMENTS

INTERNATIONAL STUDENTS
- IELTS score of 6.0 (or equivalent).
- High school certificate and copy of highest level of qualification.

DOMESTIC STUDENTS
- High school certificate (or equivalent) OR copy of highest level of qualification

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UNITS OF COMPETENCY

Students must complete 12 units in total which include 6 core units and 6 elective units.

Students who have completed any eligible units of competency may credit those units towards this qualification via the Recognition of Prior Learning process (RPL).

CORE UNITS

BSBCMM511 Communicate with influence

This unit describes the skills and knowledge required to present and negotiate persuasively, lead and participate in meetings and make presentations to customers, clients and other key stakeholders.

BSBCRT511 Develop critical thinking in others

This unit describes the skills and knowledge required to develop critical and creative thinking skills in others within a workplace context.

BSBLDR523 Lead and manage effective workplace relationships

This unit describes the skills and knowledge required to lead and manage effective workplace relationships.

BSBOPS502 Manage business operational plans

This unit describes the skills and knowledge required to develop and monitor the implementation of operational plans to support efficient and effective workplace practices and organisational productivity and profitability.

BSBPEF502 Develop and use emotional intelligence

This unit describes the skills and knowledge required to develop and use emotional intelligence to increase self-awareness, self-management, social awareness and relationship management in the workplace.

BSBTWK502 Manage team effectiveness

This unit describes the skills and knowledge required to lead teams in the workplace and to actively engage with the management of the organisation.

ELECTIVE UNITS

BSBLDR522 Manage People Performance

This unit describes the skills and knowledge required to manage the performance of staff that are direct reports.

BSBOPS504 Manage business risk

This unit describes skills and knowledge required to manage business risks in a range of contexts across an organisation or for a specific business unit or area in any industry setting.

BSBPEF501 Manage personal and professional development

This unit describes the skills and knowledge required to implement systems and process that support the personal and professional development of self and others.

BSBSUS511 Develop workplace policies and procedure for sustainability

This unit describes the skills and knowledge required to develop and implement workplace sustainability policies and to modify the policy to suit changed circumstances.

BSBTWK503 Manage Meetings

This unit describes the skills and knowledge required to manage a range of meetings including overseeing the meeting preparation processes, chairing meetings, organising the minutes and reporting meeting outcomes.

BSBXCM501 Lead communication in the workplace

This unit describes the skills and knowledge required to lead communication in the workplace within any industry.

BSB6020 ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT

ABOUT THIS COURSE

This qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in leadership and management, across a range of enterprise and industry contexts.

Individuals at this level use initiative and judgement to plan and implement a range of leadership and management functions, with accountability for personal and team outcomes within broad parameters.

They use cognitive and communication skills to identify, analyse and synthesise information from a variety of sources and transfer their knowledge to others, and creative or conceptual skills to express ideas and perspectives or respond to complex problems.

CAREER AND STUDY PATHWAY

Students who successfully complete this course may find employment as a Managing Director, Manager, Department Manager, Chief Executive Officer, Quarry Business Manager, Area Manager, Business Analyst, Business Development Director, Senior Executive, Executive Director.

Students may also gain credit towards studying as a Bachelor of Business or other University Degree programs.

LEARNING OUTCOMES

Upon completion of this course, an Advanced Diploma of Leadership and Management will be issued. Students will gain employability skills such as: leadership, planning and organising, initiative, self-management, communication and how to effectively respond to problems. Students may continue onto a Bachelor of Business or gain employment.

PROGRAM STRUCTURE

All units of competency are to be taught separately due to the wide range of possible combinations available. This allows for students to choose units which do not overlap with other units they have chosen, or have already completed.



ENTRY REQUIREMENTS

INTERNATIONAL STUDENTS

- IELTS score of 6.0 (or equivalent).
- High school certificate and copy of highest level of qualification.

DOMESTIC STUDENTS

- High school certificate (or equivalent) OR copy of highest level of qualification

COURSE PREREQUISITE

- Completed a Diploma or Advanced Diploma from the BSB Training Package or have 2 years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise

COST AND DURATION

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UNITS OF COMPETENCY

This qualification requires students to complete a total of 10 units of competency including 5 core units and 5 elective units.

Students who have already completed any Advanced Diploma of Business units may apply for Recognition of Prior Learning (RPL) towards the qualification.

CORE UNITS

BSBCRT611 Apply critical thinking for complex problem solving

This unit describes the skills and knowledge required to apply critical thinking in order to develop solutions to complex issues arising in the workplace.

BSBLDR601 Lead and manage organisational change

This unit describes the skills and knowledge required to lead and manage organisational change.

BSBLDR602 Provide leadership across the organisation

This unit describes the skills and knowledge required to demonstrate senior leadership behaviour and personal and professional competence. Business ethics are also addressed in this unit.

BSBOPS601 Develop and implement business plans

This unit describes the skills and knowledge required to lead a business operation that covers the steps required to develop and implement business plans.

BSBSTR601 Manage innovation and continuous improvement

This unit describes the skills and knowledge required to sustain and develop an environment in which continuous improvement, innovation and learning are promoted and rewarded.

ELECTIVE UNITS

BSBCMM511 Communicate with influence

This unit describes the skills and knowledge required to present and negotiate persuasively, lead and participate in meetings and make presentations to customers, clients and other key stakeholders.

BSBHRM613 Contribute to the development of learning and development strategies

This unit describes the skills and knowledge required to contribute to improving organisational learning, and the quality of training and assessment products and services. It covers contributing to strategy formation; designing, developing and implementing an organisational learning strategy, and reviewing and improving overall organisational learning and development.

BSBHRM614 Contribute to strategic workforce planning

This unit describes the skills and knowledge required to contribute to development, implementation and maintenance of a strategic approach to workforce planning in an organisation ensuring that there is the structure and staff in place to meet current and foreseeable organisational objectives.

Choose 2 electives from the following list

BSBPEF501 Manage personal and professional development

This unit describes the skills and knowledge required to implement systems and process that support the personal and professional development of self and others.

BSBPMG633 Provide leadership for the program

This unit describes the skills and knowledge required to provide leadership for the program. It covers leadership strategies to motivate and inspire individuals and organisations to work constructively toward attainment of program benefits through consolidating program vision, managing risks and supporting staff.

BSBSTR602 Develop organisational strategies

This unit describes the skills and knowledge required to establish the strategic direction of the organisation, sustain competitive advantage and enhance competitiveness. It covers analysis and interpretation of relevant markets, capability assessment of the organisation and analysis of the organisation's existing and potential competitors and allies. It also covers implementing the strategic plan and developing specific actions and initiatives that will be undertaken by people working in various roles.

BSBXCM501 Lead communication in the workplace

This unit describes the skills and knowledge required to lead communication in the workplace within any industry.

BSB80120 GRADUATE DIPLOMA OF MANAGEMENT (LEARNING)

ABOUT THIS COURSE

This qualification reflects the role of individuals who apply highly specialised knowledge and skills in the field of organisational learning and capability development. Individuals in these roles generate and evaluate complex ideas. They also initiate, design and execute major learning and development functions within an organisation. Typically, they would have full responsibility and accountability for the personal output and work of others.

This qualification may apply to leaders and managers in an organisation where learning is used to build organisational capability. The job roles that relate to this qualification may also include RTO Manager and RTO Director.

CAREER AND STUDY PATHWAY

After completing this qualification students may gain employment as a career development manager (education sector), RTO manager or RTO education adviser.

LEARNING OUTCOMES

Upon completion of this course, a Graduate Diploma of Management (Learning) will be issued.

PROGRAM STRUCTURE

All units of competency are to be taught separately due to the wide range of possible combinations available. This allows for students to choose units which do not overlap with other units they have chosen, or have already completed.



ENTRY REQUIREMENTS

INTERNATIONAL STUDENTS

- IELTS score of 6.0 (or equivalent).
- High school certificate and copy of highest level of qualification.

DOMESTIC STUDENTS

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UNITS OF COMPETENCY

Students must complete the 3 core units plus 5 electives from the list below. Students who have completed any eligible units of competency may credit those units towards this qualification.

CORE UNITS

- BSBHRM613** **Contribute to the development of learning and development strategies** This unit describes the skills and knowledge required to contribute to improving organisational learning, and the quality of training and assessment products and services. It covers contributing to strategy formation; designing, developing and implementing an organisational learning strategy, and reviewing and improving overall organisational learning and development.
- BSBLDR811** **Lead strategic transformation**
This unit describes the skills and knowledge required to analyse and lead organisational transformation and learning for strategic outcomes. It covers leading transformational practices, cultivating collaborative practices, completing ongoing professional development and providing strategic leadership in a dynamic context.
- TAELED803** **Implement improved learning practice**
This unit describes the skills and knowledge required to initiate, and implement, practices that support the improvement of learning strategies in an organisational context.

ELECTIVE UNITS

- BSBCRT611** **Apply critical thinking for complex problem solving**
This unit describes the skills and knowledge required to apply critical thinking in order to develop solutions to complex issues arising in the workplace.
- BSBHRM611** **Contribute to organisational performance development**
This unit describes the skills and knowledge required to contribute to organisational performance development, through contribution to planning, development and coordination of performance development programs.
- BSBLDR601** **Lead and manage organisational change**
This unit describes the skills and knowledge required to lead and manage organisational change.
- BSBOPS601** **Develop and implement business plans**
This unit describes the skills and knowledge required to lead a business operation that covers the steps required to develop and implement business plans.
- PSPMGT012** **Facilitate knowledge management**
This unit describes the skills required to manage knowledge and information in the business unit to improve productivity and organisational efficiency, promote innovation and meet business unit goals. It includes establishing the organisational context for knowledge management, developing capability, facilitating knowledge management, and integrating aspects of knowledge management with records management.

BSB40320 CERTIFICATE IV IN ENTREPRENEURSHIP AND NEW BUSINESS

ABOUT THIS COURSE

This qualification reflects the role of individuals establishing or operating a business providing self-employment, as well as those establishing a new venture as part of a larger organisation.

These individuals use well developed skills and a broad knowledge base to solve a range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others and have responsibility for the output of others.

CAREER AND STUDY PATHWAY

Students who successfully complete this course may find employment as a Small Business Manager, Consultancy Small Business Manager, Franchisee or Owner operator. Students may also continue further studies with the Diploma of Business.

LEARNING OUTCOMES

Upon completion of this course, a Certificate IV in Entrepreneurship and New Business will be issued. Students will gain employability skills such as: leadership, planning and organising, initiative, self-management, communication and how to effectively respond to problems.

PROGRAM STRUCTURE

All units of competency are to be taught separately due to the wide range of possible combinations available. This allows for students to choose units which do not overlap with other units they have chosen, or have already completed.



ENTRY REQUIREMENTS

INTERNATIONAL STUDENTS

- IELTS score of 6.0 (or equivalent).
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DOMESTIC STUDENTS

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UNITS OF COMPETENCY

This qualification requires students to complete a total of 10 units of competency including 4 core units and 6 elective units.

CORE UNITS

- BSBESB401 Research and develop business plans**
This unit describes the skills and knowledge required to research and develop business plans for achieving business goals and objectives.
- BSBESB402 Establish legal and risk management requirements of new business ventures**
This unit describes the skills and knowledge required to identify and comply with legal and risk management requirements of the business or new business venture, including negotiating, creating and planning for legal contracts used within the business, where required.
- BSBESB403 Plan finances for new business ventures**
This unit describes the skills and knowledge required to identify financial requirements of a business, including profit targets, cash flow projections and strategies to garner financial support.
- BSBESB404 Market new business ventures**
This unit describes the skills and knowledge required to develop and implement a marketing strategy that is integrated into the business plan in order to improve the performance of a business venture. It involves analysing and interpreting market data.

ELECTIVE UNITS

- BSBESB301 Investigate business opportunities**
This unit describes the skills and knowledge required to identify a business opportunity and its key components. This requires undertaking research to determine the viability of the opportunity, with reference to the legislative frameworks affecting the business.
- BSBESB406 Develop and present business proposals**
This unit describes the skills and knowledge required to develop and implement operational strategies and procedures for new businesses.
- BSBCRT413 Collaborate in creative processes**
This unit describes the skills and knowledge required to engage in a creative process and reflect on own role in the process.
- BSBCRT512 Originate and develop concepts**
This unit describes the skills and knowledge required to originate and develop concepts for products, programs, processes or services to an operational level.
- BSBMKG431 Assess marketing opportunities**
This unit describes the skills and knowledge required to identify marketing opportunities and to analyse and evaluate opportunities according to organisational marketing objectives.
- BSBSTR501 Establish innovative work environments**
This unit describes the skills and knowledge required to create an environment that enables and supports practice which focuses on a holistic approach to the integration of innovation across all areas of work practice.

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