BSB40320 Certificate IV in Entrepreneurship and New Business

www.aiop.edu.au

Australian Institute of Professionals

aip

RTO:32521 | CRICOS: 03934G

COURSE DESCRIPTION

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.

TARGET MARKET

The target market for this course is international students:

- who possess an appropriate visa that allows them to study at an Australian registered CRICOS provider.
- who wish to undertake this course to access further study or employment opportunities.
- who have successfully completed year 12 or secondary studies in their home country or in Australia.
- with little or no vocational experience.
- who are 18 years of age at course commencement.

Information on course demands and expectations will be clearly communicated to all students prior to enrolment.

COURSE DURATION AND DEMANDS

The scheduled duration for this course is 52 weeks. This include 40 weeks term time and 12 weeks holiday breaks.

The delivery hours for this course are as follows:
Face to face classes with assessment –
40 weeks x 20 hours per week = 800 hours

Independent study– 100 hours

Total course hours: 800+100 = 900 hrs

Classes are scheduled 2.5 days per week or 5 nights per week.

*The delivery hours are approximate as the amount of time different students spend on independent study and assessment will vary with individual learner needs and their own individual context.

ENTRY REQUIREMENTS

To gain entry to this course, students must have successfully completed year 12 or secondary studies in applicants home country equivalent to an Australian Year 11* or 12 qualification. (*Subject to the country Assessment Level) and course. Applicants for this qualification must have a minimum English language proficiency of IELTS 5.5 (overall band) or an equivalent exam result recognised by the Australian Department of Home Affairs. Students complete Enrolment and Pre training review forms during the enrolment process. Students' knowledge, skills, experience and qualifications are assessed using the information provided and these forms. On completion of the assessment Australian Institute of Professionals determines if the course is suitable for the client and addresses their learning needs. Students must be at least 18 years of age at course commencement. Students must secure an appropriate visa that allows them to study in an Australian Registered Training Organisation prior to course commencement. Students must supply their own laptop with Microsoft Office software e.g. Office 365 Personal that includes Outlook, Word, Excel, PowerPoint, & Publisher.

COURSE DELIVERY

A blended delivery mode is implemented including face to face training and independent study and assessment outside of scheduled classes.

All face to face delivery of classes take place in the AIOP campus at 42b Synnot Street Werribee Victoria Australia. Students do not travel between campuses for classes. Students are also required to undertake structured learning activities each week in their own time. Students will also be supported outside of face to face classes through e-mail and/or telephone. Face to face training classes will consist of groups up to a maximum of 15 students.

A delivery schedule is provided to each student pre course commencement. Students are provided with an orientation to the course to outline the learning and assessment processes, support services and other relevant information.

The following delivery methodologies are implemented during face to face classes: trainer presentations and demonstrations, individual tasks, case studies, research, role plays, practical demonstrations and group work. The context of the simulated workplace environment will be incorporated into delivery methodologies and students' complete tasks to appropriate workplace standards.

During independent study and assessment outside of class time students undertake a variety of structured learning and assessment activities. The learning activities includes a mixture of theoretical and practical tasks. Learning material includes sufficient information for the students to learn the topic, undertake practice activities and complete tasks. Students will be provided opportunities for formative assessment during delivery. Trainers provide feedback to students on areas for improvements to facilitate the development of appropriate knowledge and skills and prepare them for summative assessment.

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ASSESSMENT

Each unit is assessed individually. Each unit contains two or more assessment tasks that are undertaken in class or in the student's own time. Some assessment tasks are open book, and some are closed book. Students will undertake in class assessments at the AIOP campus at 42b Synnot Street Werribee Victoria Australia. All assessment activities will be conducted by AIOP Assessors.

Assessment methods include a combination of written tests, written assessments, presentations, demonstrations, projects, and practical demonstration of skills. A simulated work environment training facility is also used in places for assessment purposes.

Students will be provided with opportunities for re-assessment if they fail to demonstrate competency during assessment tasks. In certain cases, students may be advised to re-enrol in further training before re attempting assessments.

After each assessment, the student's submission will be marked S - Satisfactory or U – Unsatisfactory and verbal and written feedback provided. Unit results are recorded as C – Competent and NYC – Not Yet Competent.

Students will be permitted 3 attempts to demonstrate competency at each assessment. If they are still unable to demonstrate satisfactory competence at this point they must re-enrol and undertake the training again.

Students will be informed of assessment processes and methodologies pre-enrolment and at orientation. Assessors will provide copies of the assessment tasks in accordance with the assessment schedule and discuss the assessment requirements with each student prior to them attempting each task.

Assessments employ a variety of theoretical and practical tasks to assess student's knowledge and skills in relation to the unit context. The context of the simulated workplace environment may be incorporated into assessment tools (where appropriate) and student's complete tasks to workplace standards.

PATHWAY INFORMATION

Training Pathway

Students who successfully complete this course may progress onto e.g. BSB50120 Diploma of Business or other related Business Services courses.

Employment Pathways

Successful completion of this qualification may provide career opportunities as administration managers, general office managers and office managers.

LOCATION

Training and assessment will take place at AIOP campus at 42b Synnot Street, Werribee, Victoria, Australia.

COURSE START DATES

Monthly Intakes, Please contact AIOP for more information.

RECOGNITION OF PRIOR LEARNING (RPL) AND CREDIT TRANSFER (CT)

All students are provided with the opportunity to have their prior learning and experience assessed and gain recognition for this. Students who have successfully completed whole units of competency with an Australian Registered Training Organisation that are identical to any of those contained within this course can apply for Credit Transfer.

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QUALIFICATION

Upon successful completion of the 10 units of competency in this course, students will be issued a BSB40320 Certificate IV in Entrepreneurship and New Business and a Record of results. If a student successfully completes some but not all of the units of competency in the course, they will be issued a Statement of Attainment indicating the units they have successfully completed.

COURSE CURRENCY STATUS

Current

COURSE STRUCTURE

In order to achieve this qualification students must satisfactorily complete the following units of competency:

Core units

BSBESB401	Research and develop business plans
BSBESB402	Establish legal and risk management requirements of new business ventures
BSBESB403	Plan finances for new business ventures
BSBESB404	Market new business ventures

Elective units

BSBESB406	Establish operational strategies and procedures for new business ventures
BSBESB301	Investigate business opportunities
BSBPMG430	Undertake project work
BSBOPS404	Implement customer service strategies
BSBPEF401	Manage personal health and wellbeing
BSBMKG434	Promote products and services

FEE INFORMATION

COURSE FEE

The total fee charged for this course is $8,000 (includes enrolment fee and textbook).

FURTHER INFORMATION

Contact the Training Manager for further information on phone: 03 9749 7727or email admin@aiop.edu.au.

Nationally Recognised Training

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