

2015

Certificate IV Course Information



GENERAL INFORMATION

Glenvale Education

Glenvale Education provides tertiary courses to school leavers and business personnel in Accounting, Business and Business Sales. This course information booklet outlines nationally recognised qualifications made available by Glenvale Education at a Certificate IV level.

Delivery/Assessment

Students receive access to Glenvale Education's Learning Management System (LMS). The LMS presents a bank of introductory resources for each unit of competency. Students complete self-paced learning and assessment using the learning materials supplied by Glenvale Education. Students are assigned a trainer/assessor whose role it is to support them through their course.

For each unit of competency that students undertake, they will need to complete assessment items which collectively form evidence that they are *competent* (C) in that unit. If students do not complete each item of assessment then they will remain as *not yet competent* (NYC). Generally students will receive 1-2 assignments per unit. Each of these items is a piece of evidence and all need to be completed to a satisfactory standard before competency can be awarded. Students will need access to a computer to complete training and assessment. All assignments must be word processed.

Assignments may be in the form of:

- written exercises
- practical exercises
- cases studies
- investigations

The idea behind vocational education and training is that the skills gained through structured training through the RTO will underpin what students learn and experience at their workplace and fully round off their professional training. One type of training supports the other. Where possible, assessment will relate to the student's specific workplace.

Workplace diary pages are published on the LMS as an optional tool. These pages encourage the student to undertake valuable self-reflection and should be used as a communication tool between students and their employer. It can help to inform the employer of the unit(s) being studied at a particular time and the types of things that a student could be observing or doing at their workplace as on-the-job training.

Timeline for completion

There is a reasonable expectation that students will complete one unit per month.

Students are enrolled in one module at a time. The module enrolment period takes into account that the student might have additional personal and work commitments in this period. If a module is incomplete within six months of commencement of the module, the student will need to re-enrol in any incomplete units and the client will be invoiced accordingly. Students will have a maximum of 24 months from the date of commencement to complete a qualification before being withdrawn from the course.

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Recognition of Current Competency/Credit Transfer

Recognition will be given for relevant AQF qualifications and statements of attainment issued by a VET provider for previous training. Students should submit a copy of documentation detailing previous units studied with their enrolment application to support information provided in section 6 of the enrolment application. An RCC/Credit Transfer application will then be filled out by a member of the RTO on the student's behalf.

Recognition of prior learning

RPL is a process that allows recognition of the competencies that a student already possesses. This is to avoid unnecessary training. Recognition of prior learning suits people who have industry relevant:

- Work skills or knowledge
- Paid or unpaid work experience
- Life experience
- Community work experience

To apply for RPL, students should contact the RTO office to request a Recognition of Prior Learning application and to discuss their application with a qualified staff member.

Learning Support

Glenvale Education will take appropriate measures to ensure that students receive training, assessment and support that meet their individual needs. Training and assessment strategies are designed to meet student needs, however we recognise that individuals may have additional needs. Glenvale Education will attempt to identify barriers which people with a disability encounter when accessing programs and services and develop strategies to minimise the impact of these barriers.

Complaints and appeals

Glenvale Education acknowledges the importance of establishing a transparent and consistent process for managing and responding to complaints and appeals. All complaints and appeals will be managed using the procedure for complaints and appeals in conjunction with other relevant policies and procedures.

It is recognised that complaints and appeals may be minor or major in nature. The Complaints and Appeals policy applies to complaints and appeals of staff members and clients/students. In certain circumstances this procedure may be used to deal with an external stakeholder somehow involved in the training program.

Strict confidentiality will be maintained in all matters relating to a complaint or appeal. Information will be provided to relevant and appropriate parties only if necessary. Persons with a grievance will not be named as far as possible.

The complaint/appeal should be raised in writing, in person or telephone. For major complaints/appeals the person must raise it in writing and submit it to the RTO Manager. A complaints and appeals form is available from the RTO office.

GENERAL INFORMATION

Fees and charges

Glenvale Education will collect fees for services provided on terms understood by the RTO and the client in accordance with legislation and regulatory requirements.

Clients will be invoiced an enrolment fee for a module of units prior to the commencement of each module based on a unit price of \$400. See course descriptions for the module structure.

Course enrolment and student induction are factored into the cost of the first module.

Course materials and resources are provided free of charge for courses at the Certificate IV level. GST is not applicable to these fees.

Payment is to be made within 14 days of invoice issue date.

Once payment is received course materials will be dispatched.

Students who are deemed 'not yet competent' on completion of the training and assessment of particular units will be given additional training support and the opportunity to be re-assessed to achieve competency. This re-assessment must occur within the enrolment period so the client does not incur additional charges.

Students must gain competency for each unit in the module within the **six month enrolment period**. If the competency is not gained in this period, the client will be re-invoiced for the cost of each 'not yet competent' unit (\$400 per unit).

Refunds

Clients are only charged for units upon commencement of training and therefore will not be eligible for refunds.

Application

Complete the enrolment form and return it to:

Glenvale Education
PO Box 224
Campbellfield VIC 3061

For enquiries telephone 03 9355 0730 or email rto@glenvaleschool.com.au.

FNS40611

CERTIFICATE IV IN ACCOUNTING

Course description

This qualification reflects accounting job roles in financial services and other industries requiring accounting support functions. It is designed to prepare people to be an accounts officer, assistant accountant, bookkeeper or perform routine accounting tasks.

Pathways

Entry requirements – there are no entry requirements for this qualification.

Possible pathways into this qualification include BSB30112 Certificate III in Business or relevant business vocational experience.

A primary pathway from this qualification is employment in an accounting job role related to the units listed below. A further learning pathway is the FNS50210 Diploma of Accounting.

Qualification Requirements

This course has been developed to enable learners to satisfy the requirements for the award of a FNS40611 Certificate IV in Accounting. To receive the qualification learners must complete a total of 13 units of competency made up of:

- 9 core units, plus
- 4 elective units

| Module | Code | Title | Core/Elective |
|--------|------------|--|---------------|
| 1 | FNSACC301A | Process financial transactions and extract interim reports | Core |
| | BSBFIA401A | Prepare financial reports | Core |
| | BSBOHS201A | Participate in OHS processes | Core |
| | FNSACC404A | Prepare financial statements for non-reporting entities | Core |
| 2 | BSBFIA402A | Report on financial activity | Elective |
| | FNSACC402A | Prepare operational budgets | Elective |
| | FNSINC401A | Apply principles of professional practice to work in the financial services industry | Core |
| 3 | BSBWRT301A | Write simple documents | Elective |
| | BSBITU306A | Design and produce business documents | Core |
| | FNSACC406A | Setup and operate a computerised accounting system | Core |
| 4 | FNSBKG405A | Establish and maintain a payroll system | Elective |
| | FNSBKG404A | Carry out business activity and instalment activity statement tasks | Core |
| | FNSACC403B | Make decisions in a legal context | Core |

For more information on the qualification visit training.gov.au

Traineeships are available for this qualification in NSW, QLD, SA, TAS, VIC, WA for new workers.

BSB40212

CERTIFICATE IV IN BUSINESS

Course description

This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

Pathways

Entry requirements – there are no entry requirements for this qualification.

Possible pathways into this qualification are BSB30112 Certificate III in Business or relevant business vocational experience.

Pathways from the qualification include a range of Diploma level qualifications within the BSB07 Business Services Training Package, or other training package.

Qualification Requirements

This course has been developed to enable learners to satisfy the requirements for the award of a BSB40212 Certificate IV in Business. To receive the qualification learners must complete a total of 10 units of competency made up of:

- 1 Core Unit, plus
- 9 Elective Units

| Module | Code | Title | Core/Elective |
|--------|------------|--|---------------|
| 1 | BSBADM405B | Organise meetings | Elective |
| | BSBMGT402A | Implement operational plan | Elective |
| | BSBWHS401A | Implement and monitor WHS policies, procedures and programs to meet legislative requirements | Core |
| | BSBCUS403B | Implement customer service standards | Elective |
| 2 | BSBMKG413A | Promote products and services | Elective |
| | BSBMKG414B | Undertake marketing activities | Elective |
| | BSBSMB402A | Plan small business finances | Elective |
| 3 | FNSACC402A | Prepare operational budgets | Elective |
| | BSBMGT401A | Show leadership in the workplace | Elective |
| | BSBLED401A | Develop teams and individuals | Elective |

For more information on the qualification visit training.gov.au

Traineeships are available for this qualification in NSW, QLD, SA, TAS, VIC, WA for new workers.

BSB40610

CERTIFICATE IV IN BUSINESS SALES

Course description

This qualification reflects the role of individuals who use well-developed business sales skills and a broad knowledge base in a wide variety of business sales contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others and have limited responsibility for the output of others, however they typically report to a more senior business sales practitioner.

Pathways

Entry requirements – there are no entry requirements for this qualification

Possible pathways into this qualification are BSB30112 Certificate III in Business or relevant sales vocational experience.

Pathways from the qualification include the BSB50207 Diploma of Business or a range of other Diplomas.

Qualification Requirements

This course has been developed to enable learners to satisfy the requirements for the award of a BSB40610 Certificate IV in Business Sales. To receive the qualification learners must complete a total of 10 units of competency.

| Module | Code | Title | Core/Elective |
|--------|------------|--|---------------|
| 1 | BSBPRO401A | Develop product knowledge | Core |
| | BSBSLS407A | Identify and plan sales prospects | Core |
| | BSBSLS408A | Present, secure and support sales solutions | Core |
| | BSBREL402A | Build client relationships and business networks | Core |
| 2 | BSBMKG413A | Promote products and services | Elective |
| | BSBMKG414B | Undertake marketing activities | Elective |
| | BSBADM405B | Organise meetings | Elective |
| 3 | BSBCUS401B | Coordinate implementation of customer service strategies | Elective |
| | BSBCUS402B | Address customer needs | Elective |
| | BSBWOR402A | Promote team effectiveness | Elective |

For more information on the qualification visit training.gov.au

Traineeships are available for this qualification in NSW, QLD, SA, VIC, TAS for new workers.

BSB41307

CERTIFICATE IV IN MARKETING

Course description

This qualification reflects the role of individuals who use well-developed marketing skills and a broad knowledge base in a wide variety of marketing contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others and have limited responsibility for the output of others, however they typically report to a more senior marketing practitioner.

Pathways

Entry requirements – there are no entry requirements for this qualification

Possible pathways into this qualification are BSB30112 Certificate III in Business or relevant sales vocational experience.

Pathways from the qualification include the BSB51207 Diploma of Marketing or a range of other Diplomas.

Qualification Requirements

This course has been developed to enable learners to satisfy the requirements for the award of a 41307 Certificate IV in Marketing. To receive the qualification learners must complete a total of 10 units of competency.

| Module | Code | Title | Core/Elective |
|--------|------------|--|---------------|
| 1 | BSBMKG413A | Promote products and services | Core |
| | BSBMKG414B | Undertake marketing activities | Core |
| | BSBPRO401A | Develop product knowledge | Core |
| | BSBREL402A | Build client relationships and business networks | Core |
| 2 | BSBSLS408A | Present, secure and support sales solutions | Elective |
| | BSBCUS403B | Implement customer service standards | Elective |
| | BSBMKG401B | Profile the market | Elective |
| 3 | BSBMKG402B | Analyse consumer behaviour for specific markets | Elective |
| | BSBMKG408B | Conduct market research | Elective |
| | BSBCMM401A | Make a presentation | Elective |

For more information on the qualification visit training.gov.au

Traineeships are available for this qualification in NSW, QLD, SA, VIC, WA for new workers.

CERTIFICATE IV IN PROJECT MANAGEMENT PRACTICE

Course description

This qualification reflects the role of individuals who identify and apply project management skills and knowledge in a wide variety of contexts. They may be members of a project team but with no direct responsibility for the overall project outcomes. They support project operations in one or more roles and under direction may also use project tools and methodologies selectively to support organisational or business activities. They take responsibility for their own outputs in terms of organisational and project quality requirements, and may have limited responsibility for the output of others.

Pathways

Entry requirements – there are no entry requirements for this qualification

Possible pathways into this qualification are BSB30112 Certificate III in Business or relevant sales vocational experience.

Pathways from the qualification include the BSB5143 Diploma of Project Management or a range of other Diplomas.

Qualification Requirements

This course has been developed to enable learners to satisfy the requirements for the award of a BSB41513 Certificate IV in Project Management. To receive the qualification learners must complete a total of 9 units of competency.

| Module | Code | Title | Core/Elective |
|--------|------------|---|---------------|
| 1 | BSBPMG409A | Apply project scope-management techniques | Core |
| | BSBPMG410A | Apply project time-management techniques | Core |
| | BSBPMG412A | Apply project cost-management techniques | Elective |
| 2 | BSBPMG411A | Apply project quality-management techniques | Core |
| | BSBPMG415A | Apply project risk-management procedures | Elective |
| | BSBPMG413A | Apply project human resources management approaches | Elective |
| | BSBPMG414A | Apply project information management and communication techniques | Elective |
| 3 | BSBPMG416A | Apply project procurement procedures | Elective |
| | BSBPMG417A | Apply project life cycle management processes | Elective |

For more information on the qualification visit training.gov.au

Traineeships are available for this qualification in NSW, QLD, SA, VIC, TAS for new workers.

NOTES FROM ENQUIRIES:

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