

BSB40215

## Certificate IV in Business

RECOGNITION OF PRIOR LEARNING (RPL)



**HELLO THERE, OUR DREAM IS TO HELP YOU MAKE GREAT HAPPEN**

Industry endorsed

Student satisfaction

OVERVIEW

### Increase your business sense

Recognition of Prior Learning or 'RPL' is a process where the applicant's experience, formal and informal learning is recognised and mapped to a nationally recognised qualification. TAFE Queensland Gold Coast offers RPL options to successful applicants based on their prior experience. The RPL process does not require study, class work or assignments, but does require the applicant to provide 'evidence' which can be obtained from your current or recent employment.

RPL is **recognition of work experience** and previous studies  
[...more online](#)

**LOCATION/S**  
Gold Coast - Southport

**DURATION**

COURSE DETAILS

### Course delivery options

WORKLOAD	LOCATION	DELIVERY
	Gold Coast - Southport	Recognition of prior learning (RPL)

### Key dates

For key start dates for each location visit the online brochure for this course (under the course details tab).  
[tafegoldcoast.edu.au/course/16978](http://tafegoldcoast.edu.au/course/16978)

### Entry requirements

For RPL enquiries please email the RPL Coordinator at  
[...more online](#)

### Resources required

No specific resources are required to successfully complete this course.  
It is recommended that students have access to a reliable internet connection to  
[...more online](#)

COSTS

For the cost per unit please contact the RPL Coordinator at  
[rplcoordinator.goldcoast@tafe.qld.edu.au](mailto:rplcoordinator.goldcoast@tafe.qld.edu.au).

**For more information visit:**  
[tafegoldcoast.edu.au/study-with-us/enrolment-fees/course-fees](http://tafegoldcoast.edu.au/study-with-us/enrolment-fees/course-fees)

[...more online](#)

### Outcome

**ARE YOU READY TO TAKE**

Accurate as at 4 September 2017. For the latest information see:  
[tafegoldcoast.edu.au/course/16978](http://tafegoldcoast.edu.au/course/16978)

RTO 0275  
CRICOS 03020E





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**Job prospects**

- Account Manager
- Supervisor
- Team Leader

**Units**

To achieve the Certificate IV in Business, a total of 10 units must be completed - 1 core and 9 electives.

<b>BSBCUS401</b>	Coordinate implementation of customer service strategies	Elective
<b>BSBLED401</b>	Develop teams and individuals	Elective
<b>BSBMKG413</b>	Promote products and services	Elective
<b>BSBRSK401</b>	Identify risk and apply risk management processes	Elective
<b>BSBWHS401</b>	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	Core
<b>BSBWRT401</b>	Write complex documents	Elective
<b>BSBADM405</b>	Organise meetings	Elective
<b>BSBADM409</b>	Coordinate business resources	Elective
<b>BSBCMM401</b>	Make a presentation	Elective
<b>BSBCUS402</b>	Address customer needs	Elective
<b>BSBINN301</b>	Promote innovation in a team environment	Elective
<b>BSBITS401</b>	Maintain business technology	Elective
<b>BSBINM401</b>	Implement workplace information system	Elective
<b>BSBLDR402</b>	Lead effective workplace relationships	Elective
<b>BSBMGT401</b>	Show leadership in the workplace	Elective
<b>BSBMGT402</b>	Implement operational plan	Elective
<b>BSBMGT403</b>	Implement continuous improvement	Elective
<b>BSBLDR403</b>	Lead team effectiveness	Elective
<b>BSBWOR404</b>	Develop work priorities	Elective
<b>BSBADM407</b>	Administer projects	Elective
<b>BSBPMG522</b>	Undertake project work	Elective

**Disclaimer**

Not all electives available at all campuses

**THE NEXT STEP ON YOUR PATH TO GREAT?**

**Enrol today to secure your spot in this course.**

**HOW TO ENROL**

**Enrol now**

**You're ready if you have:**

- checked your important dates (under the course details tab)
- checked you meet the entry requirements (under the course details tab)
- checked your course costs and know which payment option is right for you (under the costs tab)
- Read the **student rules** and **refund policy**
- Created your **Unique Student Identifier** and can provide this code to TAFE Queensland

**All done? Then head to the link below to complete your enrolment:**

[tafegoldcoast.edu.au/study-with-us/enrolment-fees/enrol](http://tafegoldcoast.edu.au/study-with-us/enrolment-fees/enrol)

**Recognition of prior learning**

Fast-track your way to a formal qualification by earning credit for the things you already know. Getting recognition for the skills you've gained from the workplace or previous learning means less study time for you, and getting the paper to prove you're qualified a whole lot sooner.

**More info:**

<http://tafegoldcoast.edu.au/study-with-us/career-changers-jobseeker/recognition-prior-learning>

**Make your future happen**

**Connect with TAFE on Facebook**