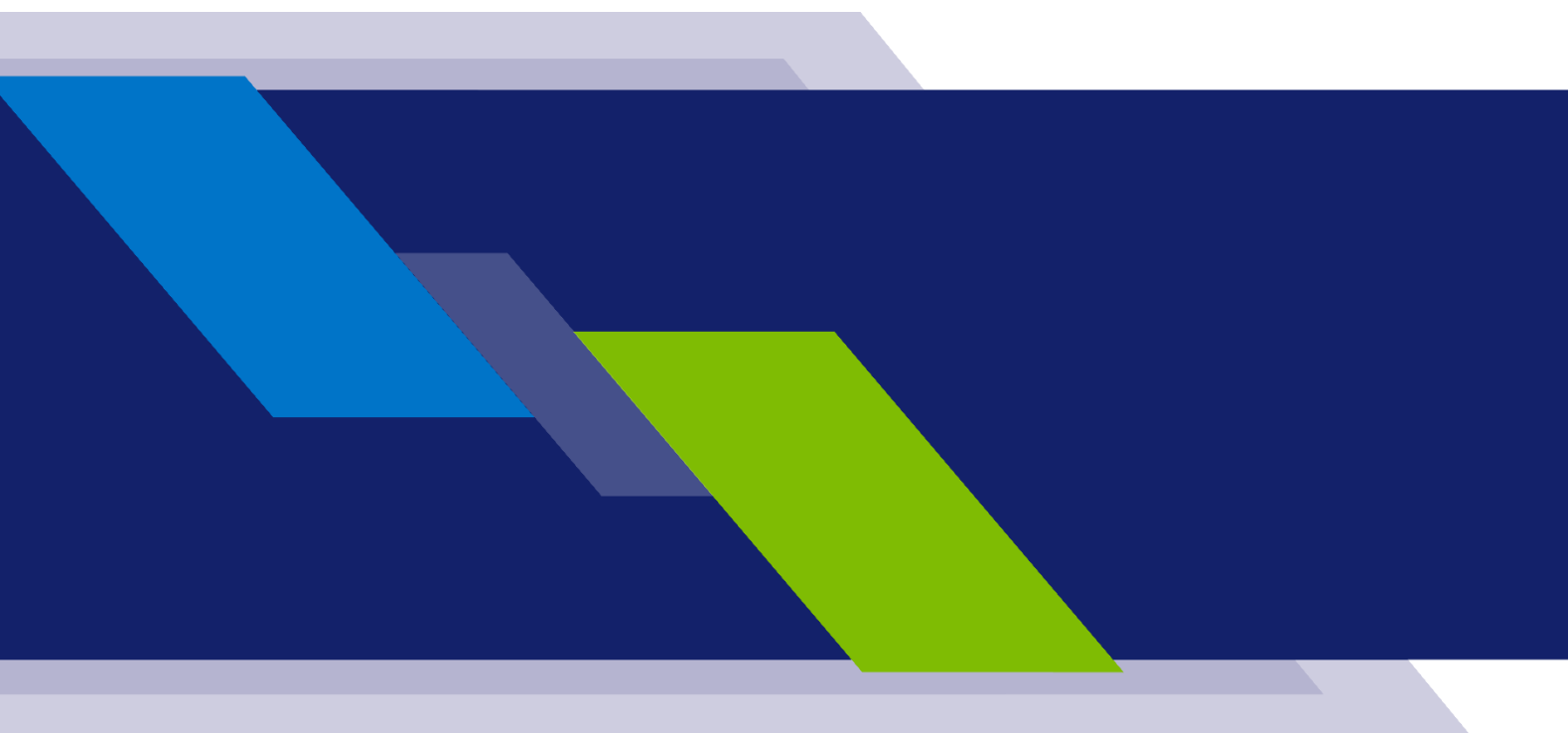


BSB40215 Certificate IV in Business

(for practice managers)



Program Overview

 **une**partnerships

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UNE Partnerships Pty Ltd

The Education & Training Company of the University of New England

PO Box U199, University of New England NSW 2351

Telephone: (02) 6773 0000

ABN 74 003 099 125

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Overview

Welcome

Welcome to the *BSB40215 Certificate IV in Business*. This is a nationally recognised and accredited program presented by UNE Partnerships Pty Ltd, the Education and Training Company of the University of New England.

We are delighted that you have joined the Professional Practice Manager Development program, which is aimed at developing professional practice managers through three standalone qualifications:

- *Certificate IV in Leadership & Management* – focusing on a solid core of skills to manage the day-to-day operations of a practice with an emphasis on leading and supporting the team
- *Certificate IV in Business for practice managers* – focusing on a solid core of skills to manage the day-to-day operations of a practice with an emphasis on promoting and maintaining the business
- *Diploma of Professional Practice Leadership* – focusing on the business management skills required to lead a professional and profitable practice

In developing the Professional Practice Manager Development program, UNE Partnerships consulted widely with industry and discussed content with representatives of the healthcare professions and practice management wings of the professions. All were adamant that the practice manager plays a critical role in overseeing the effective and efficient running of a professional practice – especially ensuring that systems are in place to provide control over operations. The program aims to positively influence the quality and effectiveness of practice management at all levels throughout Australia.

Alliance partner

The Australian Association of Practice Managers (AAPM) is Australia's largest association for Practice Managers in the healthcare sector; it represents and unites Practice Managers across the whole healthcare industry. AAPM is recognised as the professional body dedicated to supporting effective healthcare practice management. AAPM actively seeks to raise the profile of practice management and to aid professional growth through education and information. Its success has resulted in a strong national network of over 1600 members. In the interest of its members and the wider healthcare professional AAPM works closely with government, stakeholders, and other professional bodies to support its practice management focus.

UNE Partnerships and AAPM have a valued and long-standing relationship which has fostered the development of education and training in this sector for over 25 years. AAPM has been closely involved in the development of UNE Partnerships' courses in practice management and continues to provide input to their development and advice on improvements to ensure their continued currency and relevance in the practice management sector.

Contact points

As experienced distance education providers, we understand how important communication is. We have used our online site to take advantage of current technology and make sure that information and contact points are up to date and go to the right people, while also giving you the opportunity to use the forms of contact that suit you.

Administration

If you have any questions of an administrative nature, please contact the student support team via the online site, or alternatively through:

Telephone: 02 6773 0000
Email: practice@unep.edu.au
Mail: UNE Partnerships Pty Ltd
PO Box U199
University of New England NSW 2351

Learning and Assessment

If you would like to discuss program content or assessment requirements, please contact your allocated assessor. You can message them on the online site.

Customer protection officer

The customer protection officer is responsible for handling any complaints, grievances and appeals to ensure compliance with consumer protection legislation and contractual obligations. The Director of Education is the designated customer protection officer. Contact details are below.

Meg Michell Director of Education
Telephone: 02 6773 0000
Email: meg.michell@unep.edu.au

BSB40215 Certificate IV in Business

Aim of the program

This qualification aims to equip participants with the skills and knowledge to manage the day-to-day business aspects of your practice. A strong focus on staff management and supporting client/patient needs is complemented by an understanding of risk management and compliance. This course also provides you with the skills to understand the basic financial reports that every business uses. It looks at planning operations, including your own work schedules and performance, marketing and promotion, and continuous quality improvement to influence the ongoing development of the practice.

Learning outcomes

On completion of the program you should be able to:

- Understand your personal skills and where you fit into the workplace
- Understand the importance of a business vision and goals and demonstrate how these are used to set the direction for staff in the workplace
- Assess the role that risk management plays in a 21st Century practice
- Understand compliance and how to meet standards of compliance for both government and professional associations
- Understand the legal requirements and processes in recruiting new staff
- Understand the financial aspects of the practice as a business, especially the information conveyed in financial statements
- Analyse the needs of your clients/patients and develop strategies to improve services in response to changing needs
- Understand operational planning and implement operational plans
- Understand the need for a continuous process of review and improvement and apply that across all aspects of the practice

Structure of the program

There are ten (10) units of competency in this qualification and all must be successfully completed in order to achieve the *BSB40215 Certificate IV in Business*. If you enrol in a Skill Set, or selected units from the qualification, successful completion of your study would lead to the issuing of a Statement of Attainment for those units completed.

The program employs an online delivery model. An outline of the structure for delivery and assessment is provided below.

The program is offered through online study, and an outline of the structure for delivery and assessment is provided below. Details of the units of competency in which you are enrolled are available by clicking the links below.

Table 1: Overview of course structure

Course name	Assessment Tasks	Unit/s of competency
Develop work priorities	This is an introductory module. It is not directly linked to a unit of competency and there is no assignment. It is provided as an introductory reading within the <i>WHS, risk and compliance</i> course.	
WHS, risk and compliance	Task 1: Risk	BSBRSK401 Identify risk and apply risk management processes
	Task 2: Compliance	BSBCOM401 Organise and monitor the operation of compliance management system
	Task 3: Safe workplace	
	Task 4: Maintaining a safe and compliant work environment	BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements
Support the recruitment, selection and induction of staff	Task 1: Preparing for recruitment Task 2: Recruitment ¹ Task 3: Consistency and communication during recruitment	BSBHRM405 Support the recruitment, selection and induction of staff
Customer service and marketing	Task 1; Products, services and customers	BSBCUS401 Coordinate implementation of customer service strategies
	Task 2: Improving service delivery	BSBCUS403 Implement customer service standards
	Task 3: Marketing	BSBMKG414 Undertake marketing activities
Business management systems and operations	Task 1: Underpinning knowledge	BSBFIA412 Report on financial activity
	Task 2: Prepare and finalise financial data	BSBMGT402 Implement operational plan
	Task 3: Improving operations Task 4: Recruitment ¹	BSBMGT403 Implement continuous improvement

¹ Please note: Task 2 from *Support the recruitment, selection and induction of staff* and Task 4 from *Business systems and operations* is the same and you are only required to complete the task once.

Units of competency are achieved as assessment tasks are successfully completed, and all must be completed to be awarded the *BSB40215 Certificate IV in Business*. If you withdraw before you complete the required number of units of competency, you will receive a Statement of Attainment for those competencies you have successfully completed.

Information on how to submit your work for assessment is provided in the Assessment section of each Course online. Suggestions for managing your study and assessment tasks is also available in the additional support document '[Studying with UNE Partnerships](#)'. It is recommended you access and read that resource in addition to this Program Overview. Should you be unsure of what is required of you, contact your student support team.

Accreditation and recognition

The *BSB40215 Certificate IV in Business* in which you are enrolled is a nationally recognised and accredited program. It is listed on the national register of programs and is placed at level 4 on the Australian Qualifications Framework (AQF).

The competencies gained through successfully completing this program are cross-industry and nationally recognised. You may exit from this qualification at any time with a Statement of Attainment for any units of competency successfully completed to that point.

Furthermore, depending on circumstances related to the type and degree of credit sought, successful achievement of the *BSB40215 Certificate IV in Business* receives advanced standing into awards at the University of New England (UNE), subject to eligibility. Graduates with 6 years' work experience can apply for entry into the UNE Graduate Certificate of Management and claim 6 credit points (1 unit) of Advanced Standing upon enrolment.

Study workload

The nominal duration of your enrolment in the *BSB40215 Certificate IV in Business* is 12 – 18 months. The time it takes you to achieve the competencies required will depend on the amount of relevant learning and experience you have. Students with a moderate level of relevant learning and experience should be able to complete the program requirements in about 15 hours a week a week of self-directed workplace and individual study over the *BSB40215 Certificate IV in Business* month period, as outlined in your study plan. Inexperienced students will likely require more time.

You have up to 12 – 18 from enrolment to complete the *BSB40215 Certificate IV in Business*. If you fall behind in your schedule, you should contact UNE Partnerships to discuss your progress. An extension to the study period may be available, however additional fees may apply.