



The Postgraduate School of Dentistry

Pre-enrolment information*

BSB42615 Certificate IV in New Small Business

* Prospective students must also refer to the Postgraduate School of Dentistry's Student Handbook prior to enrolment for important information about procedures and administrative processes affecting participation in training, along with student rights and obligations.



NATIONALLY RECOGNISED
TRAINING

Phone: 02 9362 5620

16 Transvaal Avenue, Double Bay NSW Australia 2028

RTO Code: 40849

Our vision

Australia's first private dental school, The Postgraduate School of Dentistry was established in 2014 to provide state of the art, accredited postgraduate qualifications for the practitioner of tomorrow. Curricula are aimed at niche areas of dentistry, principally for general dentists around the world to gain further qualifications, whereby they remain in general practice yet offer specific treatments and services which are beyond the realm of their undergraduate dental degrees.

Our mission

The Postgraduate School of Dentistry was established to provide world class education and skillsets, to enable dentists to broaden their clinical options and enhance their depth of knowledge in specific areas.

The Postgraduate School of Dentistry encourages, through industry consultation, education as a key motivating factor within organisations, in order to ensure each organisation's human resources have contemporary specialist knowledge.

Our goals/objectives

The Postgraduate School of Dentistry will achieve its Vision and Mission through:

- Establishing world class innovative and technologically leading edge educational programs of uncompromising excellence that meet the needs of individuals in their workplace.
- Creating and maintaining relationships with industry in order to ensure educational programs are responsive to industry evolution and remain "state of the art".
- Engaging trainers who have expert practical knowledge and are able to utilise innovative training methods.
- Establishing exemplary student support systems to enable students to achieve to their maximum potential and achieve commercial success.

The Penn College provides an environment which is safe and equitable; promotes a confident and productive training and assessment environment; and maintains ethical conduct and integrity as one of its core priorities.

Our registration

The Postgraduate School of Dentistry is a Registered Training Organisation and meets the national quality standards – the *Standards for Registered Training Organisations (RTOs) 2015*. Students will be trained and assessed by qualified trainers and assessors and will receive nationally recognised qualifications issued by the Postgraduate School of Dentistry.

BSB42615 Certificate IV in New Small Business

This qualification is accredited under the Australian Qualifications Framework (AQF) and is nationally recognised. This means that you will be able to apply your skills and use your certification no matter what state or territory you may be currently living and working in. Completion of this qualification may also provide you with credit towards any future study. All nationally recognised training programs must be delivered by Registered Training Organisations.

Details are as follows:

Qualification level:	Certificate IV	 NATIONALLY RECOGNISED TRAINING
National Code:	BSB42615	
Training Package:	BSB Business Training Package	
Duration:	The total volume of learning for this course is 996 hours. The course can be completed in: <ul style="list-style-type: none">• 12 months if an approximately 40 hours of study per week is undertaken; or• up to 18 months if 20 hours of study per week is done.	

All students will be enrolled in the Postgraduate School of Dentistry and their progress will be overseen by Dr David Penn - Entrepreneur of the Year 2011, Dean of School of Innovation and Entrepreneurship, The Postgraduate School of Dentistry.

Training and assessment will be provided by qualified and experienced trainers and assessors.

The Postgraduate School of Dentistry approach to the delivery and assessment of this qualification has been designed in consultation with one of Australia's major national retail providers and will be updated regularly to ensure its relevance to the retail sector. This course is offered online with extensive support provided and unlimited access to qualified trainers and assessors.

Course description

The BSB42615 Certificate IV in New Small Business provides the knowledge and entrepreneurial skill to set up and successfully manage a small business.

The course is designed to equip graduates with the necessary skills to start, run or manage any business and covers planning the business, leading projects and understanding marketing.

This qualification is designed to produce graduates who use well-developed skills and a broad knowledge base to solve a range of unpredictable problems and to analyse and evaluate information from a variety of sources. Graduates may provide leadership and guidance to others and may have responsibility for the output of others.

Future employment opportunities

Graduates will have the skills and knowledge to, among other things:

- start, run or manage any business
- plan a business
- lead projects
- understanding marketing

Potential employment titles

To name a few...

- Business Owner
- Business Manager
- Store Manager
- Frontline Manager
- Assistant Manager
- Information Services Manager
- Business Administration Manager
- Regional Manager

Pathways from this qualification

After achieving the BSB42615 Certificate IV in New Small Business, individuals may seek to undertake:

- BSB50215 Diploma of Business*
- BSB51915 Diploma of Leadership and Management

* The Penn College currently offers this qualification.

Entry requirements

Individuals seeking to undertake this qualification will have reading and writing skills at approximately year 10 level or above.

While not essential, individuals may be existing workers, within the management area of a retail store, undertaking everyday tasks at a management level and may or may not hold qualifications in business or business administration.

All students will undergo a language, literacy and numeracy (LLN) skills assessment to ensure their LLN skills are at the required level for the course.

Course content

To complete this course 10 units, participants must be deemed competent in 10 units of competency - 4 core units and 6 elective units. The Postgraduate School of Dentistry has considered local industry requirements and determined that the following 10 units of competency will be delivered, including the 4 core units required for this qualification:

Code	Title
BSBSMB404	Undertake small business planning
BSBSMB402	Plan small business finances
BSBSMB401	Establish legal and risk management requirements of small business
BSBSMB403	Market the small business
BSBCUS402	Address customer needs
BSBCUS401	Coordinate implementation of customer service strategies
BSBFIA402	Report on financial activity
BSBSMB301	Investigate micro business opportunities
BSBRES401	Analyse and present research information
BSBSMB413	Design a digital action plan for small business

Descriptions of the content of each of these units of competency are available from the Postgraduate School of Dentistry website.

Qualifications to be issued

The Postgraduate School of Dentistry, as the Registered Training Organisation, will issue AQF certification documentation within 30 days* when required.

Students who successfully complete all units of competency will be issued a BSB42615 Certificate IV in New Small Business and a record of results - a record of all learning leading to the qualification.

Students who successfully complete one or more units of competency (but not enough to be issued a qualification) will be issued with a statement of attainment listing the units achieved towards the BSB42615 Certificate IV in New Small Business.

*Conditions apply. Refer to the Student Handbook for details.

Recognition of your prior learning and current skills

The Postgraduate School of Dentistry will have regard to your prior learning, including existing skills, knowledge and experience when considering the amount of training you require. If you have current, relevant skills and knowledge that can be verified by the college, you may be eligible for recognition of that prior learning towards the course. This recognition may impact on the amount of training you need to undertake.

Refer to the Student Handbook for further details about arranging for an assessment of your eligibility for recognition of that learning towards the course.

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Fees

The course fee for the BSB42615 Certificate IV in New Small Business is \$3,900. No other fees and charges apply to the training.

An invoice for the first payment of no more than \$1,000 will be issued when enrolment is confirmed. The remainder of the course fee is payable by installments and the amount and timing of each installment will be determined based on the amount of each individual student's training and assessment which is yet to be delivered. Note that no individual fee paid in advance will exceed \$1,500.

All fees must be paid in full within five days of receiving an invoice from the Postgraduate School of Dentistry. The Postgraduate School of Dentistry may discontinue training if fees are not paid as required.

Refunds

Generally, refunds will be made for cancellations prior to the commencement of initial training but not after commencement. Depending upon the amount of notice given, the School may retain a percentage of the fees paid to cover the cost of staff and resources which will have already been committed.

Refer to the Student Handbook for further details about fees, payment methods and conditions and procedures for refunds.

Student identification

The Postgraduate School of Dentistry will ask for your full name for the certificate or statement of attainment. We will also ask to see, and retain a copy of, your driver's licence, passport or birth certificate and to record the number.

Students must provide their Unique Student Identifier (USI) on the Enrolment Form. Enrolment will not be accepted and qualifications cannot be issued unless a student provides their USI which can be validated by the college. Refer to the Student Handbook for further information about USI.

Assessment procedures

Assessment for a unit of competency usually includes more than one component and usually each component has more than one task. The tasks may include:

- Questioning (verbal or written)
- Observation of performance in the workplace (or simulated environment)
- Written responses to questions, assignments and case studies.

Performance in each of the components will be considered together to make a judgement about each student's competence in the unit.

Students must perform satisfactorily in all parts of all components (against pre-determined benchmarks/model answers) in order to achieve an outcome of 'Competent' in the unit. More than one attempt may be provided to demonstrate satisfactory performance in each task.

Refer to the Student Handbook for further details of assessment procedures.

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Complaints and appeals policy and procedures

The Postgraduate School of Dentistry has policies and procedures to fairly manage and respond to allegations involving the conduct of the college or another student. Policies and procedures also exist for the management of requests for a review of decisions made by the school, including assessment decisions.

Refer to the Student Handbook for further details.

Student support services

At Postgraduate School of Dentistry, we aim to support all of our students and provide access to the educational and support services they need to successfully complete the qualification.

At any time, if students feel they are having difficulty or need assistance, they should first approach their trainer/assessor.

Refer to the Student Handbook for further details about supporting students.

Access and equity

The Postgraduate School of Dentistry provides a pathway for students to make informed decisions about their training and assessment that is right for them and free from discriminatory barriers. Student needs are identified to ensure that services to each individual student are appropriately adjusted to allow for their unique requirements.

Refer to the Student Handbook for further details about The Postgraduate School of Dentistry's commitment to access and equity.

Resources

Students must have access to an internet enabled computer to undertake this qualification.

Refer to the Student Handbook for recommended minimum technical requirements.

Privacy

RTOs are required to collect certain information for national database and tracking purposes, to assist in ongoing qualification issuance as required and to contact and communicate with students during the period of a student's enrolment.

In recognition of a student's right to keep their personal information private, the school is committed to protecting and maintaining privacy, accuracy and security of student training records. All data is confidential and is not forwarded to any other party unless the college is legally obligated to do so as a condition of its registration or a student has given written consent for the data to be released to a third party.

Refer to the Student Handbook for further details about information privacy and arrangements for student access to their own records.

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