To provide information for you to clearly understand the requirements of the course and the requirements to work in Businesses at a supervisory level. You are not required to send this form to TasTAFE.

This document lists the requirements, skills and attributes recommended to undertake a Certificate IV in Business course.

Many of these skills and attributes are valued by industry and are key indicators of the employability skills required to work in the business sector.

In this role, you would carry out a mix of specialist and moderately complex administrative or operational tasks that require self-development skills.

You will use well-developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems.

You will analyse information from a variety of sources.

You may provide leadership and guidance to others with some limited responsibility for the output of others in businesses and organisations.

To make an informed choice about this course, you must consider the requirements, skills, and attributes. As an individual working at this level in a business you will:

* Meet the course requirements
* Have strong communication, literacy, and numeracy skills
* Use time-management and self-management skills to allocate study time
* Use your initiative and problem-solving skills
* Have already developed technology skills
* Have the capability to plan, record and submit roleplays

For more specific information on the details and tasks relating to the BSB40120 Certificate IV in Business refer to <https://training.gov.au/Training/Details/BSB40120>

**Please complete the following pages of this document to gain an understanding if this course is right for you:**

**Self-Assessment of** **Skills and Attributes**

If you think you may experience challenges related to a disability or health condition, or for any other reason, you should discuss your concerns with a teacher or request client services staff to make an appointment with a student support services staff member or disability liaison officer prior to attending an information session or applying for the course

**If you make an informed choice that this is not the right pathway for you, please consider another qualification by accessing our course listings** -[TasTAFE](https://www.tastafe.tas.edu.au/)

TasTAFE also offers Vocational Preparation and English Language Service (ELS): [English Language Service](https://www.tastafe.tas.edu.au/courses/industry/vocational-preparation)

**Complete the following checklists
- tick the most appropriate box and add comments as required**

| **Requirements** | Would be **unable** to do  | Would be **difficult** to do | Can do |
| --- | --- | --- | --- |
| **Plan and schedule regular commitment to 10-20 hours study per week** |  |  |  |
| **Attend regular study support sessions online**Using Zoom (online) |  |  |  |
| **Access to a full screen computer, with the ability to fluently use Microsoft 365**Strong ability in Word, PowerPoint, Excel - Spreadsheets |  |  |  |
| **Access to a network of people** **(family, friends, colleagues etc)** to plan, record and submit roleplays |  |  |  |

**Self-Assessment of Skills and Attributes**

| **Planning, organising and self-management****I can demonstrate:**  |  Frequently  |  Sometimes  |  Never  |
| --- | --- | --- | --- |
| Appropriate time management skills. |  |  |  |
| The ability to prioritise, plan and organise own workload. |  |  |  |
| Capacity to cope with the demands of shift work, or other commitments (e.g., early, late and afternoon shifts over a five (5) day roster, scheduled appointments, family etc) while fitting in sufficient study time |  |  |  |
| The ability to accept responsibility for own actions. |  |  |  |
| The ability to concentrate for long periods of time. |  |  |  |
| Are there any of the above areas you believe you need further assistance with? |

Listed below are the skills and attributes which you will need to demonstrate during your training to meet the qualification requirements. These are also highly valued by industry when seeking employment.

| **Self-Assessment Areas** | **I do this** |
| --- | --- |

|  |  |  |  |
| --- | --- | --- | --- |
| **Communication** **I can demonstrate:**  |  Frequently  |  Sometimes  |  Never |
| The ability to develop and maintain relationships, trust and confidence. |  |  |  |
| The ability to communicate with a range of people from different backgrounds. |  |  |  |
| The ability to communicate effectively in English, with clear and audible speech. |  |  |  |
| Politeness, respect and empathy in all interactions with people. |  |  |  |
| The ability to receive and reflect on constructive feedback for performance improvement and respond appropriately. |  |  |  |
| Are there any of the above areas you believe you need further assistance with? |
| **Teamwork****I can demonstrate:**  |  Frequently  | Sometimes  | Never  |
| The ability to work with other people for a common outcome. |  |  |  |
| Respect for other people and their role within the work team. |  |  |  |
| The ability to accept direction and feedback. |  |  |  |
| The ability to work under pressure and function effectively in stressful situations. |  |  |  |
| Are there any of the above areas you believe you need further assistance with? |

| **Learning, Literacy and Numeracy****I can demonstrate:** | Frequently  | Sometimes  | Never  |
| --- | --- | --- | --- |
| The ability to identify own strengths and weaknesses and seek assistance where necessary. |  |  |  |
| The ability and motivation to build on past knowledge and experience. |  |  |  |
| The ability to take on new information and tasks. |  |  |  |
| **Reading Skills:** ability to read familiar and some complex texts and extract relevant information. Understand and apply knowledge from procedures, reports, notes and work instructions, workplace safety signs. |  |  |  |
| **Writing Skills**: reflecting on case studies, recording roleplays, completing forms, creating and completing documents. Ability to write short reports accurately i.e., spell with reasonable accuracy |  |  |  |
| **Numeracy Skills:** perform basic mathematical functions; read and record data, interpret and document information in charts, tables and graphs, calculate timeframes. |  |  |  |
| **Oral Skills:** able to listen to general and explicit instructions and use a range of verbal communication skills such as questioning, clarifying and giving instructions. |  |  |  |
| Are there any of the above areas you believe you need further assistance with? |

| **Problem Solving and observational skills****I can demonstrate:** |  Frequently |  Sometimes |  Never |
| --- | --- | --- | --- |
| The ability to identify potential problems and respond appropriately. |  |  |  |
| The ability to ask questions and seek clarification when necessary. |  |  |  |
| Are there any of the above areas you believe you need further assistance with? |
| **Initiative and enterprise****I can demonstrate:** |  Frequently  |  Sometimes  |  Never  |
| Self- Motivation and initiative |  |  |  |
| The ability to seek assistance when necessary. |  |  |  |
| Foresight / the ability to see what needs to be done. |  |  |  |
| Accept personal responsibility for accurate completion of work and seek help when required. |  |  |  |
| Ability to use and apply new knowledge in practice. |  |  |  |
| Able to manage time appropriately ( for study and completion of assessments) |  |  |  |
| Are there any of the above areas you believe you need further assistance with? |

|  |  |  |  |
| --- | --- | --- | --- |
| **Technology****I can demonstrate:** |  Frequently  |  Sometimes |  Never  |
| **I have** access to and use of the internet |  |  |  |
| The ability to learn and adapt to new technology. |  |  |  |
| The ability to use computers and related information technology including strong computing, word processing skills, data access using the internet, sending emails with attachments, uploading documents, using Zoom and website research, recording, and submitting assessment work - including roleplays. |  |  |  |
| Are there any of the above areas you believe you need further assistance with? |

**Other considerations**

* If English is your second language; to ensure success in this course, we recommend ESL score of 5 to commence this course, evidence may be requested at enrolment

**Thank you for taking the time to read this information and carry out the self-assessment.**

If you believe that, you have the skills to undertake Certificate IV in Business please apply via the TasTAFE website. See the website for dates and details on how to apply online.

If you have any questions, please contact the Digital and Business team
on 1300 655 307