



Magill College Pty Ltd Trading as Magill College Sydney

ABN: 67 090 050 990

CRICOS Provider Code: 01994M RTO No: 91367

Tel: (+61 2) 8061 6980 Fax: (+61 2) 9267 1711 www.magill.edu.au

BSB40215 CERTIFICATE IV IN BUSINESS DELIVERY STRUCTURE

2015

Unit Code:	Unit Name	Core/Elective	Hours
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TERM ONE, BLOCK ONE (5 Weeks) – 27 January - 28 February

BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	Core	60
BSBCUS401	Coordinate implementation of customer service strategies	Elective	40
Hours			100

TERM ONE, BLOCK TWO (5 Weeks) – 02 March - 04 April

BSBMKG414	Undertake marketing activities	Elective	60
BSBFIA402	Report on financial activity	Elective	40
Hours			100

TERM BREAK

TERM TWO, BLOCK ONE (5 Weeks) – 20 April – 23 May

BSBFIA401	Prepare financial reports	Elective	100
Hours			100

TERM TWO, BLOCK TWO (5 Weeks) – 25 May – 27 June

BSBMKG413	Promote products and services	Elective	40
BSBITU404	Produce complex desktop published documents	Elective	60
Hours			100

TERM BREAK

TERM THREE, BLOCK ONE (5 Weeks) – 13 July – 15 August

BSBITU401	Design and develop complex text documents	Elective	100
Hours			100

TERM THREE, BLOCK TWO (5 Weeks) – 17 August – 19 September

BSBITU402	Develop and use complex spreadsheets	Elective	60
BSBCMM401	Make a presentation	Elective	40
Hours			100

TERM BREAK

TERM FOUR, BLOCK ONE (5 Weeks) – 06 October – 7 November

BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	Core	60
BSBCUS401	Coordinate implementation of customer service strategies	Elective	40
Hours			100

TERM FOUR, BLOCK TWO (5 Weeks) – 09 November – 12 December

BSBMKG414	Undertake marketing activities	Elective	60
BSBFIA402	Report on financial activity	Elective	40
Hours			100

2016

Unit Code:	Unit Name	Core/Elective	Hours
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TERM ONE, BLOCK ONE (5 Weeks) – 25 January – 27 February

BSBFIA401	Prepare financial reports	Elective	100
Hours			100

TERM ONE, BLOCK TWO (5 Weeks) – 29 February – 02 April

BSBMKG413	Promote products and services	Elective	40
BSBITU404	Produce complex desktop published documents	Elective	60
Hours			100

TERM BREAK

TERM TWO, BLOCK ONE (5 Weeks) – 18 April – 21 May

BSBITU401	Design and develop complex text documents	Elective	100
Hours			100

TERM TWO, BLOCK TWO (5 Weeks) – 23 May – 25 June

BSBITU402	Develop and use complex spreadsheets	Elective	60
BSBCMM401	Make a presentation	Elective	40
Hours			100

TERM BREAK

TERM THREE, BLOCK ONE (5 Weeks) – 18 July – 20 August

BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	Core	60
BSBCUS401	Coordinate implementation of customer service strategies	Elective	40
Hours			100

TERM THREE, BLOCK TWO (5 Weeks) – 22 August – 24 September

BSBMKG414	Undertake marketing activities	Elective	60
BSBFIA402	Report on financial activity	Elective	40
Hours			100

TERM BREAK

TERM FOUR, BLOCK ONE (5 Weeks) – 10 October – 12 November

BSBFIA401	Prepare financial reports	Elective	100
Hours			100

TERM FOUR, BLOCK TWO (5 Weeks) – 14 November – 17 December

BSBMKG413	Promote products and services	Elective	40
BSBITU404	Produce complex desktop published documents	Elective	60
Hours			100



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2017

Unit Code:	Unit Name	Core/Elective	Hours
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TERM ONE, BLOCK ONE (5 Weeks) – 30 January – 04 March

BSBITU401	Design and develop complex text documents	Elective	100
Hours			100

TERM ONE, BLOCK TWO (5 Weeks) – 06 March – 08 April

BSBITU402	Develop and use complex spreadsheets	Elective	60
BSBCMM401	Make a presentation	Elective	40
Hours			100

TERM BREAK

TERM TWO, BLOCK ONE (5 Weeks) – 24 April – 27 May

BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	Core	60
BSBCUS401	Coordinate implementation of customer service strategies	Elective	40
Hours			100

TERM TWO, BLOCK TWO (5 Weeks) – 29 May – 01 July

BSBMKG414	Undertake marketing activities	Elective	60
BSBFIA402	Report on financial activity	Elective	40
Hours			100

TERM BREAK

TERM THREE, BLOCK ONE (5 Weeks) – 17 July – 19 August

BSBFIA401	Prepare financial reports	Elective	100
Hours			100

TERM THREE, BLOCK TWO (5 Weeks) – 21 August – 23 September

BSBMKG413	Promote products and services	Elective	40
BSBITU404	Produce complex desktop published documents	Elective	60
Hours			100

TERM BREAK

TERM FOUR, BLOCK ONE (5 Weeks) – 09 October – 11 November

BSBITU401	Design and develop complex text documents	Elective	100
Hours			100

TERM FOUR, BLOCK TWO (5 Weeks) – 13 November – 16 December

BSBITU402	Develop and use complex spreadsheets	Elective	60
BSBCMM401	Make a presentation	Elective	40
Hours			100

2018

Unit Code:	Unit Name	Core/Elective	Hours
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TERM ONE, BLOCK ONE (5 Weeks) – 22 January – 24 February

BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	Core	60
BSBCUS401	Coordinate implementation of customer service strategies	Elective	40
Hours			100

TERM ONE, BLOCK TWO (5 Weeks) – 26 February – 31 March

BSBMKG414	Undertake marketing activities	Elective	60
BSBFIA402	Report on financial activity	Elective	40
Hours			100

TERM BREAK

TERM TWO, BLOCK ONE (5 Weeks) – 16 April – 19 May

BSBFIA401	Prepare financial reports	Elective	100
Hours			100

TERM TWO, BLOCK TWO (5 Weeks) – 21 May – 23 June

BSBMKG413	Promote products and services	Elective	40
BSBITU404	Produce complex desktop published documents	Elective	60
Hours			100

TERM BREAK

TERM THREE, BLOCK ONE (5 Weeks) – 16 July – 18 August

BSBITU401	Design and develop complex text documents	Elective	100
Hours			100

TERM THREE, BLOCK TWO (5 Weeks) – 20 August – 22 September

BSBITU402	Develop and use complex spreadsheets	Elective	60
BSBCMM401	Make a presentation	Elective	40
Hours			100

TERM BREAK

TERM FOUR, BLOCK ONE (5 Weeks) – 08 October – 10 November

BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	Core	60
BSBCUS401	Coordinate implementation of customer service strategies	Elective	40
Hours			100

TERM FOUR, BLOCK TWO (5 Weeks) – 12 November – 15 December

BSBMKG414	Undertake marketing activities	Elective	60
BSBFIA402	Report on financial activity	Elective	40
Hours			100



BSB40215 CERTIFICATE IV IN BUSINESS DELIVERY STRUCTURE

2019

Unit Code:	Unit Name	Core/Elective	Hours
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TERM ONE, BLOCK ONE (5 Weeks) – 29 January - 02 March

BSBFIA401	Prepare financial reports	Elective	100
Hours			100

TERM ONE, BLOCK TWO (5 Weeks) – 04 March - 06 April

BSBMKG413	Promote products and services	Elective	40
BSBITU404	Produce complex desktop published documents	Elective	60
Hours			100

TERM BREAK

TERM TWO, BLOCK ONE (5 Weeks) – 23 April – 25 May

BSBITU401	Design and develop complex text documents	Elective	100
Hours			100

TERM TWO, BLOCK TWO (5 Weeks) – 27 May – 29 June

BSBITU402	Develop and use complex spreadsheets	Elective	60
BSBCMM401	Make a presentation	Elective	40
Hours			100

TERM BREAK

TERM THREE, BLOCK ONE (5 Weeks) – 15 July – 17 August

BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	Core	60
BSBCUS401	Coordinate implementation of customer service strategies	Elective	40
Hours			100

TERM THREE, BLOCK TWO (5 Weeks) – 19 August – 21 September

BSBMKG414	Undertake marketing activities	Elective	60
BSBFIA401	Report on Financial Activities	Elective	40
Hours			100

TERM BREAK

TERM FOUR, BLOCK ONE (5 Weeks) – 08 October – 09 November

BSBFIA401	Prepare financial reports	Elective	100
Hours			

TERM FOUR, BLOCK TWO (5 Weeks) – 11 November – 14 December

BSBMKG413	Promote products and services	Elective	40
BSBITU404	Produce complex desktop published documents	Elective	60
Hours			100

2020

Unit Code:	Unit Name	Core/Elective	Hours
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TERM ONE, BLOCK ONE (5 Weeks) – 28 January – 29 February

BSBITU401	Design and develop complex text documents	Elective	100
Hours			100

TERM ONE, BLOCK TWO (5 Weeks) – 02 March – 04 April

BSBITU402	Develop and use complex spreadsheets	Elective	60
BSBCMM401	Make a presentation	Elective	40
Hours			100

TERM BREAK

TERM TWO, BLOCK ONE (5 Weeks) – 20 April – 23 May

BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	Core	60
BSBCUS401	Coordinate implementation of customer service strategies	Elective	40
Hours			100

TERM TWO, BLOCK TWO (5 Weeks) – 25 May – 27 June

BSBMKG414	Undertake marketing activities	Elective	60
BSBFIA401	Report on financial activities	Elective	40
Hours			100

TERM BREAK

TERM THREE, BLOCK ONE (5 Weeks) – 13 July – 15 August

BSBFIA401	Prepare financial reports	Elective	100
Hours			100

TERM THREE, BLOCK TWO (5 Weeks) – 17 August – 19 September

BSBMKG413	Promote products and services	Elective	40
BSBITU404	Produce complex desktop published documents	Elective	60
Hours			100

TERM BREAK

TERM FOUR, BLOCK ONE (5 Weeks) – 06 October – 07 November

BSBITU401	Design and develop complex text documents	Elective	100
Hours			100

TERM FOUR, BLOCK TWO (5 Weeks) – 09 November – 12 December

BSBITU402	Develop and use complex spreadsheets	Elective	60
BSBCMM401	Make a presentation	Elective	40
Hours			100



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2021

Unit Code:	Unit Name	Core/Elective	Hours
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TERM ONE, BLOCK ONE (5 Weeks) – 25 January – 27 February

BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	Core	60
BSBCUS401	Coordinate implementation of customer service strategies	Elective	40
Hours			100

TERM ONE, BLOCK TWO (5 Weeks) – 01 March – 03 April

BSBMKG414	Undertake marketing activities	Elective	60
BSBFIA401	Report on financial activities	Elective	40
Hours			100

TERM BREAK

TERM TWO, BLOCK ONE (5 Weeks) – 19 April – 22 May

BSBWHS401	Prepare financial reports	Elective	
Hours			100

TERM TWO, BLOCK TWO (5 Weeks) – 24 May – 26 June

BSBMKG413	Promote products and services	Elective	40
BSBITU404	Produce complex desktop published documents	Elective	60
Hours			100

TERM BREAK

TERM THREE, BLOCK ONE (5 Weeks) – 19 July – 21 August

BSBITU401	Design and develop complex text documents	Elective	100
Hours			100

TERM THREE, BLOCK TWO (5 Weeks) – 23 August – 25 September

BSBITU402	Develop and use complex spreadsheets	Elective	60
BSBCMM401	Make a presentation	Elective	40
Hours			100

TERM BREAK

TERM FOUR, BLOCK ONE (5 Weeks) – 11 October – 13 November

BSBWHS401	Implement and Monitor WHS Policies, Procedures and Programs to Meet Legislative Requirements	Core	60
BSBCUS401	Coordinate Implementation of Customer Service Strategies	Elective	40
Hours			100

TERM FOUR, BLOCK TWO (5 Weeks) – 15 November – 18 December

BSBMKG414	Undertake marketing activities	Elective	60
BSBFIA401	Report on financial activities	Elective	40
Hours			100

2022

Unit Code:	Unit Name	Core/Elective	Hours
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TERM ONE, BLOCK ONE (5 Weeks) – 31 January – 05 March

BSBFIA401	Prepare financial reports	Elective	100
Hours			100

TERM ONE, BLOCK TWO (5 Weeks) – 07 March – 09 April

BSBMKG413	Promote products and services	Elective	40
BSBITU404	Produce complex desktop published documents	Elective	60
Hours			100

TERM BREAK

TERM TWO, BLOCK ONE (5 Weeks) – 26 April – 28 May

BSBITU401	Design and develop complex text documents	Elective	100
Hours			100

TERM TWO, BLOCK TWO (5 Weeks) – 30 May – 02 July

BSBITU402	Develop and use complex spreadsheets	Elective	60
BSBCMM401	Make a presentation	Elective	40
Hours			100

TERM BREAK

TERM THREE, BLOCK ONE (5 Weeks) – 18 July – 20 August

BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	Core	60
BSBCUS401	Coordinate implementation of customer service strategies	Elective	40
Hours			100

TERM THREE, BLOCK TWO (5 Weeks) – 22 August – 24 September

BSBMKG414	Undertake marketing activities	Elective	60
BSBFIA401	Report on financial activities	Elective	40
Hours			100

TERM BREAK

TERM FOUR, BLOCK ONE (5 Weeks) – 10 October – 12 November

BSBWHS401	Prepare financial reports	Elective	100
Hours			100

TERM FOUR, BLOCK TWO (5 Weeks) – 14 November – 17 December

BSBMKG413	Promote products and services	Elective	40
BSBITU404	Produce complex desktop published documents	Elective	60
Hours			100



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2023

Unit Code:	Unit Name	Core/Elective	Hours
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TERM ONE, BLOCK ONE (5 Weeks) – 30 January – 04 March

BSBITU401	Design and develop complex text documents	Elective	100
Hours			100

TERM ONE, BLOCK TWO (5 Weeks) – 06 March – 08 April

BSBITU402	Develop and use complex spreadsheets	Elective	60
BSBCMM401	Make a presentation	Elective	40
Hours			100

TERM BREAK

TERM TWO, BLOCK ONE (5 Weeks) – 24 April – 27 May

BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	Core	60
BSBCUS401	Coordinate implementation of customer service strategies	Elective	40
Hours			100

TERM TWO, BLOCK TWO (5 Weeks) – 29 May – 01 July

BSBMKG414	Undertake marketing activities	Elective	60
BSBFIA401	Report on financial activities	Elective	40
Hours			100

TERM BREAK

TERM THREE, BLOCK ONE (5 Weeks) – 17 July – 19 August

BSBFIA401	Prepare financial reports	Elective	100
Hours			100

TERM THREE, BLOCK TWO (5 Weeks) – 21 August – 23 September

BSBMKG413	Promote products and services	Elective	40
BSBITU404	Produce complex desktop published documents	Elective	60
Hours			100

TERM BREAK

TERM FOUR, BLOCK ONE (5 Weeks) – 09 October – 11 November

BSBITU401	Design and develop complex text documents	Elective	100
Hours			100

TERM FOUR, BLOCK TWO (5 Weeks) – 13 November – 16 December

BSBITU402	Develop and use complex spreadsheets	Elective	60
BSBCMM401	Make a presentation	Elective	40
Hours			100