

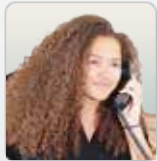
"Your success
We make it happen..."



Australian Technical College
WESTERN AUSTRALIA

CRICOS Provider code:
03437B

Quality Training **Easy Payment Plans**



"I am doing Cert IV in business with ATCWA, this course is very good, as you learn essential skills like customer service and communication skills. It is such a good course to do. I am very satisfied being a student of ATCWA..."



"Your pathway to
be an effective
Team Leader..."



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Connectatcwa



Course Overview

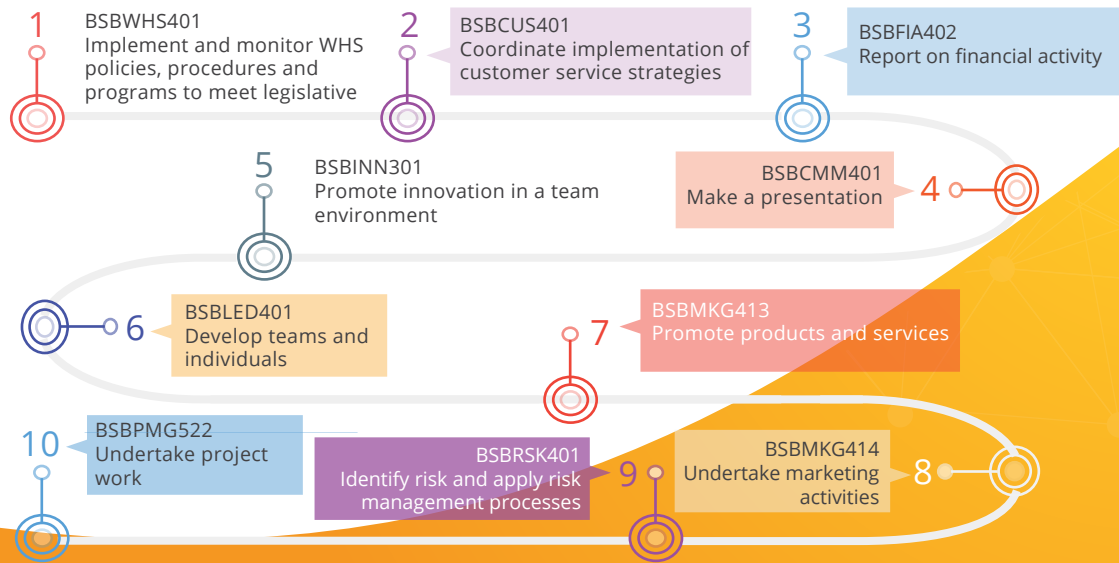
Certificate IV in Business is specifically designed for people who are looking to advance within business industry. This nationally recognised business qualification will allow you to advance in your career and provide you with the skills, knowledge and confidence to lead and manage people in workplace.

Career Options

- ✓ Team leader
- ✓ Administrator
- ✓ Project Officer
- ✓ Supervisor
- ✓ Clerk Supervisor
- ✓ Customer Service Officer

Course Outline

For achieving this qualification, you will complete the following units:



Course Duration

- You will complete this course in quick 20 teaching weeks plus up to 6 weeks break.
- For international students, classes are scheduled for 2½ days per week (20 hours per week).
- This time frame will be flexible for local students.

Intake Dates

New intake every month.

Course Fees

- Application Fee: 250 AUD
- Study Material Fee: 350 AUD
- Full Course Tuition Fee: 4100 AUD
- Easy, affordable and flexible payment options are available

Admission Requirements

Academic Requirement:

- High school studies which are equivalent to Australian year 11 schooling OR
- Secondary school / A levels education over-seas OR
- Certificate III in Business or other related area OR
- Demonstrated knowledge, skills and experience in business or sales.

English Language Requirement:

If you are an international student, it is required to prove that you have an Intermediate level of English. This can be demonstrated if you have achieved any of the followings.

- IELTS Test Score of 5.0 OR
- TOEFL (iBT) Test Score of 35 OR
- PTE Academic Test Score of 36 OR
- Cambridge English: Advanced (CAE) Test Score of 41 OR
- OET Pass Grade OR
- TOEFL (PBT) Test Score of 500 (only if IELTS is not available) OR
- You are an international student currently studying in Australia and have studied for a period of 6 months or more at Certificate III level or above

Please refer to www.border.gov.au to find out the assessment level for your country and to determine the required level of English that you should possess to apply for student visa.

Study Modes

This course is mainly delivered on face-to-face class-room based dialectic method. Various structured activities, practical tasks, research activities and industry excursions are blended to provide learners with the most opportunities to explore and experience the real business.

Study Support & Work Experience

ATCWA offers various free study support sessions and arranges work experience opportunities for you to gain relevant skills and industry experience.

Further Study Options

On completion of this course you can undertake further qualifications such as Diploma of Business or a range of other Diploma level qualifications.

To Apply:

- Apply online from the website www.atc.wa.edu.au OR
- Please download the enrolment form available on www.atc.wa.edu.au and email us the completed application form along with required documents to admissions@atc.wa.edu.au

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