

## BSB40215 – Certificate IV in Business (CRICOS Course Code: 088760K)

### Course Description

The Certificate IV in Business qualification helps you to gain practical skills and enhance knowledge and to be more effective in current or future role. You will learn to develop work priorities, develop teams and individuals, coordinate customer service strategies, monitor a safe workplace, promote innovation and change, produce complex business documents, administer projects, promote the business, undertake business planning and implement effective workplace relationships. It suits the people in a supervisory, management or business/project management role who wish to develop, strengthen and expand their skills as a business manager or potential business manager.

### Course Fee

Application Fee	Material Fee	Tuition Fee
\$250	\$350	For overseas students: \$4800
		For domestic students: \$3000
Easy, affordable and flexible payment options are available.		

### Course Prerequisite

Must be 18 years of age or over

Completion of high school studies equivalent to Australian Year 11 schooling OR

Completion of secondary school/ A level education overseas OR

Completion of BSB30115 - Certificate III in Business or other related area OR

Demonstrated knowledge, skills and experience in business or sales as per AQF requirements.

### English Language Requirements (for international students only)

IELTS Test Score of 5.5 OR

TOEFL (iBT) Test Score of 46 OR

PTE Academic Test Score of 42 OR

Cambridge English: Advanced (CAE) Test Score of 47 OR

OET Pass Grade OR

TOEFL (PBT) Test Score of 527 (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.

### **Intake dates**

2018: 15/01/2018, 12/02/2018, 16/04/2018, 14/05/2018

16/07/2018, 13/08/2018, 15/10/2018, 12/11/2018

### **Duration**

The duration of the course is 26 weeks including 6 weeks holidays.

### **Study Mode**

The delivery method for this course is face-to-face classroom-based learning. Students have 20 contact hours per week, for a total of 400 contact hours. Additionally, an estimated 206 hours of self-paced study for reading learner guides, research of subject learning material, completing learner guide activities and assessment tasks / activities is required.

### **Online learning**

Students must attend class regularly as the course is delivered face-to-face in classroom. Australian Technical College Western Australia (Australian Technical College) strictly monitors the attendance and course progress. As part of training, learning materials are provided through online medium of IBSA. Online learning will not exceed one-third of the course online.

### **Transfer student requirements**

A student transferring from other education provider must have completed first six months of their principal course of study before transferring to Australian Technical College. The student must provide the relevant documents as per Australian Technical College 'S Transfer Students – Documents Checklist along with Application Form. They must also read and sign the Information Provided to Students Before Enrolment – Checklist.

If the transferring overseas student already has a student visa and want to change their main course of study to a lower Australian Qualification Framework (AQF) level course, they will need to apply for and be granted a new student visa.

Please refer to Department of Home Affairs web site regarding changing courses.

<https://www.homeaffairs.gov.au/trav/stud/more/changing-courses>

Please refer to ESOS student fact sheet to know the responsibilities of an international student.

<https://internationaleducation.gov.au/Regulatory-Information/Documents/esosstudentfactsheetv4%20-%20Final%20clean%20copy.pdf>

Please refer to our web site for more information on transfer students requirements.

<https://atc.wa.edu.au/>

### Credit Transfer and Recognition of Prior Learning (RPL)

Nationally Recognized Training qualifications and statements of attainment issued by other Registered Training Organisations (RTOs) are recognized at Australian Technical College. Student may apply for Credit Transfer or RPL before enrollment. To get credit, students must submit all documentary evidences along with their application.

### Units of competency

Unit Code	Unit Name	Elective/Core
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	Core
BSBCUS401	Coordinate implementation of customer service strategies	Elective
BSBFIA402	Report on financial activity	Elective
BSBCMM401	Make a presentation	Elective
BSBINN301	Promote innovation in a team environment	Elective
BSBLED401	Develop teams and individuals	Elective
BSBMKG413	Promote products and services	Elective
BSBMKG418	Develop and apply knowledge of marketing communication industry	Elective
BSBRSK401	Identify risk and apply risk management processes	Elective
BSBPMG522	Undertake project work	Elective

### Simulation Environment

Australian Technical College's learning program includes Simulation which involves the student to complete or deal with a task, activity or problem in an off-the-job situation that replicates the workplace context. Both the practice and assessment tasks create an environment that requires the student to use both generic skills (decision making/problem solving) and technical skills relevant to each unit.

## Assessments

Australian Technical College adopts a number of assessment tools. All students should demonstrate competency through each of the assessment tool. In general, the following assessment tools apply for this course:

Projects	Case Studies
Role plays	Simulated workplace
Tests and assignments	Reports etc.
Portfolios	

## Award Requirements

To be eligible for Certificate IV in Business, students should complete all the units. Learners may complete individual units of competency and receive a statement of attainment for that unit.

## Study Pathway and Career Opportunities

Preferred pathways for candidates considering this qualification include:

A successful completion of all subjects in the BSB40215 - Certificate IV in Business, in conjunction with the BSB50215 - Diploma of Business, you may seek entry into higher education. Learners may complete individual units of competency and receive statement of attainment. Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Customer Service Advisor
- Administration Officer
- Student Services Officer
- Project Officer

## Location

8 Francis Street PERTH WA 6000 Australia