CERTIFICATE IV in Business

Angad Australian Institute of Technology Pty Ltd

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CRICOS Code: 02970M
Provider Code: 22073

2014/15

Course Guide
CERTIFICATE IV in Business

Course Code: BSB40212 CRICOS Code: 081657K

Course Duration:
This course will be delivered over 26 weeks.

Course Description:
This course is designed for international students who will be involved in classroom training in a full time capacity to gain the qualification. The qualification is designed for people who wish to work in a supervisory role and can be utilised in a variety of business environments.

The Course is beneficial for any person who may be interested in
- Office Manager
- Office Administrator
- Supervisor
- Team Leader
- Public Relations Officer

Career Opportunities:
Upon completion of this qualification, you gain employment as a supervisory role and can be utilized in a variety of business environments.

Entry Requirements

English Language Requirements:
An IELTS score of 5.5 or equivalent is required for entry into this program. However if a student has an IELTS score of 5.0, the student will be required to complete an English Language course to achieve the required standard prior to commencement of the course.

Academic Requirements:
Applicants should have successfully completed year 12 or equivalent level of studies.

Age Requirement:
Students must be of 18 years of age to apply.

Practical Placement:
None

Course Fees:
Tuition Fees: AUD 4000
Material Fees: AUD 250
Enrolment Fees: AUD 200 (Non – Refundable)

Special Consideration:
If a student is not able to meet the minimum entry requirements but considers that they have the skills and experience to succeed in the course, they may apply to ANGAD Australian Institute of Technology for special consideration for entry.

Mode of Study:
This program is delivered in a classroom based environment and/or simulated work environment for specific units as required.

Assessment Process:
Participants will be advised of the assessment requirements at the beginning of each unit. Assessment will usually commence in the session following delivery. As this is a competency based program, assessment continues throughout the program until the participant either achieves competency in the assessment tasks or a further training need is identified and addressed.

The assessment process may include:
- Written Questions
- Observation
- Case studies
- Projects
- Assignments
- Presentations
- Role plays
- Written examinations
- Integrated assessment of some units may occur
Course Structure

BSB40212 – Certificate IV in Business

Qualification Rules

Participants need to complete Ten (10) units of competency in total following the guidelines as outlined in the Business Services Training Package Qualifications Rules which requires:

- One (1) Core Units
- Nine (9) Electives Units

Core Unit

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<tr>
<th>Unit Code</th>
<th>Unit Name</th>
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<tr>
<td>BSBWH501</td>
<td>Implement and monitor WHS policies, procedures and programs to meet legislative requirements</td>
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Elective Units

- BSBCUS403 Implement customer service standards
- BSBADM405 Organise meetings
- BSBMM407 Make a presentation
- BSBLED401 Develop teams and individuals
- BSBMKG414 Undertake marketing activities
- BSBREL401 Establish networks
- BSBRES401 Analyse and present research information
- BSBWOR404 Develop work priorities
- BSBUS501 Manage quality customer service

RPL and Credit Transfer:

Students may be granted RPL (Recognition of Prior Learning) or Credit Transfer if they are able to demonstrate that they have achieved the levels of skills and knowledge equivalent to the unit they seek credit for through work experience, through life experiences or similar study at another institution. Students can apply for Credit Transfer or RPL at the time of enrolment.

Applicants applying for RPL/CT should submit the RPL/CT application along with their original supporting documents to student administration.

Where RPL is being applied, the student must submit all relevant evidence of work experience and where learning has occurred.

A Credit Transfer application must be accompanied by Nationally Recognised Certificates or detailed Statement of Attainment indicating the units successfully completed including unit codes and titles and dates of completion.

Credit Transfer may also include Credit Transfer based on formal learning that is outside the AQF.