



BSB40215 CERTIFICATE IV IN BUSINESS

CRICOS Course Code: 096113G

National Qualification Code: BSB40215

Course Duration: 52 Weeks (Includes term breaks)

Delivery arrangement: Face to Face and Online

Next start dates: See website for details or contact admissions

COURSE DESCRIPTION

The Certificate IV in Business is suited to those working as administrators and project officers. In this role, individuals use well developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems and analyse information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

STUDY AND ENJOY MULTICULTURAL BURWOOD

Skyline International College is just 12 minutes by train from the heart of the city of Sydney. The campus is in the center of Burwood and is just 2 minutes from the Burwood train station or bus stop. Burwood is multicultural and is a destination for international students to live and work.

ENTRY REQUIREMENTS

International students must be 17 years or older and provide evidence to demonstrate both academic and English language entry requirements as follows:

Academic Requirements:

- Successful completion of Year 12 or equivalent; or other relevant qualification/s; or experience in a business environment

English Language Requirements:

- Academic IELTS 5.5 overall, no less than 5.0 in each band, or upper intermediate, or EAP from approved ELICOS/ESL centre

Any AQF qualification at the Certificate III level or above in any discipline area delivered and assessed in English only will be deemed as meeting both the academic and English language entry requirements.

RESOURCES REQUIREMENTS

We supply access to your course materials through eSpace (Moodle platform) and course handouts.

You can buy the course textbooks and workbooks if you wish. The textbook fee is \$200.

We have computers and student access at College but most students supply their own computer or mobile device to use throughout the course.

VOCATIONAL OUTCOME

Occupational titles suited to our choice of electives may include:

- Office Administrator
- Receptionist
- Office Clerk
- Customer Service Advisor
- Student Services Officer
- Project Officer

COURSE STRUCTURE

Our course has been designed to meet the requirements for the BSB40215 Certificate IV in Business. It contains 10 units of competency as follows:

- 1 core unit
- 9 elective units

Unit Code	Unit Title	Core/Elective
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	Core
BSBRK401	Identify risk and apply risk management processes	Elective
BSBADM405	Organise meetings	Elective
BSBCMM401	Make a presentation	Elective
BSBITU401	Design and develop complex text documents	Elective
BSBITU402	Develop and use complex spreadsheets	Elective
BSBWRT301	Write simple documents	Elective
BSBINT401	Research international business opportunities	Elective
BSBCUS401	Coordinate implementation of customer service strategies	Elective
BSBPRO401	Develop product knowledge	Elective

DELIVERY METHODS

The course is delivered across 36 weeks over 4 terms.

The delivery mode is blended delivery mode combining classroom and online delivery.

Classroom learning This blended mode means we conduct face to face delivery for 15 hours per week supplemented by structured online learning for 5 hours per week. Once you start the course, the trainers will explain how the classes will run 15 hours per week in classroom. Classroom learning includes lectures supported by power point plus visual topic content, with practice time and lots of group and oral work.

Structured online learning There is an extra 5 hours per week programmed outside class time when you revise and practice to reinforce classroom learning. The online learning is set up by unit and topics so it is easy for you to explore and then work through each unit of study. Some people will move more quickly through the material and others may take a bit more time depending on your confidence in the topics.

SAMPLE TIMETABLE

Day	Face to Face (15 hours/week)	Online (5 hours/week)
Monday	8.00 am -4.00 pm	Self-Study (at your own time).
Tuesday	Lectures, group work, oral work, case studies, business simulation, practice	Revise and practice classroom learning.

ASSESSMENTS

Students are required to complete a range of tasks as part of the assessment requirements for each unit. Each unit assessment takes about 5-10 hours outside of class hours. Assessments methods may include:

- Projects
- Case studies
- Short written knowledge questions/tests
- Web based research and reports
- Discussions and practical demonstrations and
- Presentations

RECOGNITION OF PRIOR LEARNING (RPL) AND CREDIT TRANSFER (CT)

RPL and credit transfer (CT) can be applied for at the time of enrolment or during orientation and the original or certified copy must be provided. A fee is payable for assessing your RPL status or processing your credit transfer. please refer to our price lists in the handbook and website. If credit is granted, international students may have their course and visa shortened.

COURSE COMPLETION

Upon successful completion of all the required units of this course, you will receive a nationally recognised qualification in BSB40215 Certificate IV in Business. Students who do not complete all required units may be eligible for a Statement of Attainment in partial completion of a BSB40215 Certificate IV in Business.

PATHWAYS

Under mutual recognition, the Certificate qualification and Statement of Attainment awarded by Skyline International College will be recognized by other RTOs Australia wide. Upon successful completion of this course, students have a number of pathway options:

- BSB51915 Diploma of Leadership and Management
- FNS40217 Certificate IV in Accounting and Bookkeeping
- ICT50115 Diploma of Information Technology

TRAINING AND OTHER FACILITIES

Skyline International College trains and assesses its students from the campus located at Suite 701, Level 7, 11-15 Deane Street, Burwood NSW 2134. The campus is fully equipped with required facilities including modern computer lab with internet access, data projector and resources borrowing facility, printing and photocopying facility and a student common area.

SKYLINE INTERNATIONAL COLLEGE CONTACT DETAILS

Suite 701, Level 7, 11-15 Deane Street

Burwood NSW 2134, Australia

Tel: 1300 807 383

Email: info@sic.edu.au Website: www.sic.edu.au

MG Australia Group Pty Ltd t/a Skyline International College

ABN: 15 614 078 232

RTO ID: 45233

CRICOS Provider Code: 03639C