



AUSTRALIAN INSTITUTE OF TECHNICAL TRAINING

BSB40215 Certificate IV in Business

Business & Management

CRICOS Course Code 086938E



Business Management

Course Objective

This qualification 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.

Qualification

Students successfully completing the course will receive the Nationally Recognised; BSB40215 Certificate IV in Business.

Course Duration

This course is offered for 6 months or 26 weeks including Holidays on a full time basis.

Contact Hours

20 hours per week for 20 weeks.

Additionally, students are expected at least **10 hours** of individual study per week not limited to research, learning activities and assessment activities utilising the facilities and resources available at AITT.

Tuition Fee

AUD \$4,500

Fees and Charges are subject to change with prior notice. Material Fee will be charged extra.

Training Location

- Level 3, 475-485 Flinders Lane, Melbourne, VIC 3000 (Classes as per scheduled timetable)
- Level 2, 335 Flinders Lane, Melbourne, VIC 3000 (Classes as per scheduled timetable)

Students' Testimonials

The best thing about the school is having extremely friendly and attentive staff, which makes students like to learn. The classes are small and intimate so our lecturers actually know us individually and where we are at with our abilities. My advice to the future students is to enjoy the student life at the AITT and to make use with all the campus facilities to brighten their life.



Ann & Khanh Vo from Vietnam

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Entry Requirements

The Training Package does not specify any entry requirements for this qualification course.

Age Requirements

AITT has a requirement that all students must be over 18 years of age at the commencement of course.

Academic Requirements

To gain entry to this course, applicants should have successfully completed home country equivalent to an Australian Year 11 qualification.

For further information refer to the Equivalent Qualifications on the Victorian Curriculum and Assessment Authority (VCAA) website: <http://www.vcaa.vic.edu.au/Pages/vce/vcerecognition/equivalents/equiv-yr11.aspx>

English Language Requirements

All International Students applying for courses at AITT must have a minimum English Language proficiency level of one of the below:

You should qualify in ANY ONE (1) of the following:

- IELTS overall band of 5.5 or equivalent;
- TOEFL iBT test score band of 46 equivalent or above;
- PTE Academic band score 42 equivalent or above;
- Cambridge English Advanced (CAE) test score band of 47 equivalent or above;
- OET score band Pass equivalent or above;
- Successful completion of Senior Secondary certificate of education in Australia conducted in medium of English;
- Completion of a full time studies in Australia towards a Certificate III level course or above;
- English as the first language;
- Satisfactory completion of the EAL course OR
- Any other form of test which satisfies the Institution.

Teaching Method

This program is delivered in a classroom based environment and also the simulated work place environment if applicable. The delivery may include face to face teaching, lectures, discussions, workshop activities, field trips, research; Computer based tasks, home based learning activities group works, supervised practical sessions.

Assessments

Assessments comprise of assessment activities, written/oral questions, project works including observation, demonstration and role plays.

Course Structure

Units of Competency

(10 units including 1 core & 9 elective units)

Code	Title
Core Units	
• BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
Elective Units	
• BSBCUS403	Implement customer service standards
• BSBADM405	Organise meetings
• BSBCMM401	Make a presentation
• BSBLED401	Develop teams and individuals
• BSBMKG414	Undertake marketing activities
• BSBREL401	Establish networks
• BSBRES401	Analyse and present research information
• BSBSUS401	Implement and monitor environmentally sustainable work practices
• BSBRSK501	Manage risk

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