Certificate IV in Business Administration (BSB40515)

This course is designed for students wishing to develop their existing business skills and to those who are already working in the industry and who wish to obtain the qualification to broaden their knowledge, skills and career prospects, or who wish to articulate to the BSB50215 Diploma of Business.

This course is intended for international students wishing to come to Australia for tertiary level study. The course is also open for domestic students. Education and Training to Overseas students (ESOS) regulations apply to all international students on a student visa.

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<tr>
<th>CRICOS Course Code</th>
<th>087040F</th>
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**Entry Requirements**

For direct entry into this program, candidates must be able to demonstrate:

- Completion of the Higher School Certificate or equivalent; or
- Vocational qualifications in Business related fields such as BSB30415 Certificate III in Business Administration, or other relevant qualifications at AQF 3 level; or
- Vocational experience assisting in a range of environments providing office administrator support to individuals and/or teams but without a formal qualification

1.1 **Local Students**

1.1.1 Local students must be 16 years or older
1.1.2 Fulfill any specific course requirements as listed in the course information sheets (See course information sheets)

1.2 **International Students**

1.2.1 International students must be 18 years or older
1.2.2 Fulfill any specific course requirements as listed in the course information sheets (See course information sheets)
1.2.3 Satisfy English Language requirements*

**Additional entry requirements:**

- International students (from countries where English is not the first language) are expected to have a minimum English Language standard and are required to have one of the following prior to enrolling in a qualification:
  - At least 50% completion of any AQF Certificate III or Certificate IV qualification within Australia
  - Achieved an IELTS band score of 5.5
  - Achieved an IELTS band score of 5.0 plus must have completed Upper intermediate ELICOS (At least 10 weeks)
  - Achieved an IELTS score of 4.5 plus must have completed Upper intermediate ELICOS (At least 20 weeks)
- Must have successfully completed at least 38 weeks of ELICOS study in Australia
- Must complete an English language test on campus at Australian College of Management & Technology.

Depending on the student’s country of origin, there may be additional English Language requirements that the student needs to meet to get a student visa. For more information, please check The Australian Department of Immigration and Border Protection (DIBP) website: [www.immi.gov.au/students](http://www.immi.gov.au/students)

Students of this course will be required to access computers for learning purposes and to complete course assessments. As such, learners must have beginner/intermediate computer skills in programs such as Microsoft Work, Excel, Power point and outlook and knowledge of how to use the Internet to access information.

Entry requirements will be checked at enrolment in line with the Institute’s Student entry requirements, selection, and enrolment and orientation policy.

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<th>Duration</th>
<th>22 weeks consisting of 18 weeks (9-week term) of face-to-face study and 4 weeks of holiday.</th>
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| Learning & Assessment Strategy | ACMT has chosen IBSA materials as the most appropriate for candidate assessment of this program. The materials have been reviewed, contextualized and validated to suit this program’s target market; that being of International and Domestic students studying through an institution based environment, as well as customized to be consistent with ACMT’s systems, policies and processes. (See customization, contextualization of training and assessment materials section for further information). Where possible, practical assessments have been incorporated into the program to provide candidates with an experience closely related to that which can be found in a real-life workplace environment. The complete assessment materials for each unit of competency comprises of the following:
- Assessment Summary Sheet
- Assessment Exemplar
- Trainer Instructions
- Student Instructions
- Marking Guides

Each unit will initially be assessed on a stand-alone unit by unit basis. |
| Timetable | Full time 20 hours per week basis |
### Learning infrastructure and student amenities

ACMT is located at the heart of the city of Sydney. The college is 10 minutes walking distances from the Town hall train station and only 2 minutes walking distances from public bus stops. The college has excellent teaching and computer facilities to support delivery. These include:

- Class Rooms with white board, computers and data projectors
- TV, VCR, DVD player
- Sufficient tables and chairs for all students (with no more than 22 students per session)
- Three computer labs with appropriate software including; MYOB, MS Words, Excel and Power Point and high speed broadband internet
- A student library with text and other reference materials which are available for use in the College and to borrow.
- Assessment Tools, Assessment Mapping Tools, Session Training Plans, Session Guides, Marking Guides, Teacher Handouts, Office equipment and resources, Access to printer, fax and scanner
- Text book, Aspire Learning Resources
  - Reference books/
  - Regulation and standards
  - Trainer’s note
  - Handouts
  - Access to examples of documentation relating to hazards in the workplace or simulated workplace
  - Access to documentation relating to safety, hazards identification and risk management used in the workplace or simulated workplace settings.
- an actual workplace or simulated environment
- workplace equipment and resources
- examples of documentation relating to hazards in the workplace
- examples of documents relating to workplace safety, hazard identification and risk assessment

The college also has student amenities such as a lunch break area and kitchen with hot water and microwave.

### Resources & Study Material

The students will be provided the workbooks by the trainers in the class to work on their assessments and activities. The books must be returned to the trainer at the end of the class.
Possible Employment and Educational Opportunities

**Academic Pathways**

On completion of this qualification, candidates may choose to undertake the BSB50215 Diploma of Business or other Advanced Diploma qualifications from the BSB Business Services Training Package.

**Employment Pathways**

Participants will also be eligible to seek employment working in small, medium or large enterprises, in a variety of industries, in both the public and private sector. Graduates with no prior work experience in the business field should expect to enter the industry in positions such as business Assistant, business Officer, Assistant business Manager or Assistant Product Manager. Graduates with substantial experience in the industry could obtain positions such as business Team Leader, business Manager or Product Manager.

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**Course structure and units of competency**

**Certificate IV in Business Administration BSB40515**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
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<tbody>
<tr>
<td>BSBCUS402</td>
<td>Address customer needs</td>
</tr>
<tr>
<td>BSBWH5401</td>
<td>Implement and monitor WHS policies, procedures and programs to meet legislative requirements</td>
</tr>
<tr>
<td>BSBADM409</td>
<td>Coordinate business resources</td>
</tr>
<tr>
<td>BSBADM410</td>
<td>Coordinate implementation of customer service strategies</td>
</tr>
<tr>
<td>BSBITA401</td>
<td>Design database</td>
</tr>
<tr>
<td>BSBITU402</td>
<td>Develop and use complex spreadsheets</td>
</tr>
<tr>
<td>BSBADM405</td>
<td>Organise meetings</td>
</tr>
<tr>
<td>BSBINM401</td>
<td>Implement workplace information system</td>
</tr>
<tr>
<td>BSBADM407</td>
<td>Administer projects</td>
</tr>
<tr>
<td>BSBITU401</td>
<td>Design and develop complex text documents</td>
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