

BSB40215 - Certificate IV in Business

CRICOS Course Code: 095876F

ASMI

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.

EMPLOYMENT PATHWAYS

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include: Administrator, Project Officer.

EDUCATIONAL PATHWAYS

After successful completion of this qualification, students may have the opportunity to progress into BSB50215 Diploma of Business.

MATERIALS REQUIRED

Students are required to have access to a computer and the Microsoft Office suite with the ability to access and utilise databases.

COURSE CREDIT

Credit may be assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be acquired through Credit Transfer or Recognition of Prior Learning (RPL).

ENTRY REQUIREMENTS

Students must be over 18 years of age. Student visa applicants are required to provide the results of an English language test. ASMI will accept test results from the following specified English language tests for student visa purposes taken in any country:

- The TOEFL Paper-Based Test (TOEFL PBT)
- Pearson Test of English (PTE) Academic
- Cambridge English: Advanced (CAE) test (also known as Certificate in Advanced English).

Students are required to reach a minimum level of English: IELTS 5.5 (with no individual band less than 5.0) or TOEFL 530 or ISLPR 2+. For further advice or assistance, please contact the International Student Manager.

DELIVERY MODELS

Classroom Based - offered in Brisbane and Sydney, combination of classroom and online delivery (combination of training and assessment delivery methods, including written assessment, portfolio of evidence and practical observation), 24 weeks full time.

RPL - offered in Australia, external based (combination of assessment of written evidence, practical observation and competency conversations), duration and fees will be determined by quality of evidence submitted and amount of gap training required. For more information on the RPL process please visit our website asmitraining.edu.au.

FEES AND FUNDING ARRANGEMENTS

Classroom Based (Fee for Service):

Option 1 (24 weeks stand alone): Administration Fee: \$100.00, Resource Fees: \$200.00, Tuition Fees: \$3300.00

Option 2 (99 weeks Certificate III, IV, Diploma in Leadership and Management): Administration Fee: \$100.00, Resource Fees: \$600.00, Tuition Fees: \$12,000.00

Option 3 (131 weeks Certificate III, IV, Diploma in Business, Advance Diploma of Leadership and Management): Administration Fee: \$100.00, Resource Fees: \$800.00, Tuition Fees: \$16,700.00

CORE UNITS

Students must successfully complete 1 mandatory core unit in order to achieve this qualification:

- BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements

ELECTIVE UNITS

Students must successfully complete 9 elective units of competency in order to achieve this qualification:

- BSBCUS301 Deliver and monitor a service to customers
- BSBMGT401 Show leadership in the workplace
- BSBRES401 Analyse and present research information
- BSBPMG522 Undertake project work
- BSBADM502 Manage meetings
- BSBCMM401 Make a presentation
- BSBWRT401 Write complex documents
- BSBINN301 Promote innovation in a team environment
- BSBSUS401 Implement and monitor environmentally sustainable work practices

CONTEXTUALISATION

Elective unit selection may be contextualised to business requirements. All electives chosen must contribute to a valid, industry-supported vocational outcome.

CONTACT US

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