



AUSTRALIAN NATIONAL COLLEGE

BSB40215 Certificate IV in Business

Management and Commerce

CRICOS Course Code 086955D



Business Management

Course Description

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 full time over 1 year or 52 weeks including holidays on a full time basis.

Contact Hours

20 hours per week for 40 weeks.

*Additionally, students are expected to 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 ANC.*

Tuition Fee

AUD\$ 6,900

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

Training Location

- Level 1, 58 Franklin Street, Melbourne VIC 3000
(Classes as per scheduled timetable)

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Entry Requirements

Age Requirements

ANC 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, participants should have successfully completed year 12 or secondary studies in applicants home country equivalent to an Australian Year 11* or 12 qualification. (*Subject to the country Assessment Level) and course.

There are no course specific entry requirements for this qualification.

English Language requirements.

All International Students entering this qualification must have a minimum English Language proficiency level of one of the below:

You should qualify in any one of the following:

An English Language proficiency level of one of the following:

- IELTS overall band of 5.5 or equivalent internationally recognised exam result in line with DHA regulations;
- 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 or above;
- English as the first language;
- Satisfactory completion of the EAL course/English language course or satisfactory completion of 10-20 weeks ELICOS from a National ELT Accreditation Scheme (NEAS) Accredited English Institution with an IELTS score of 5.0;
- OR any other form of test which satisfies the Institution.

Teaching Methods

Teaching is conducted in the classroom as well as in practical labs, when required to simulate real work environment. The delivery will include face to face teaching, lectures, discussions and learning activities

Assessments

Assessments comprise of written assignments, activities, questions, case studies, project works and role play.

Course Structure

10 units must be completed

Unit Code

Unit Name

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
- BSBREL401 Establish networks
- BSBMKG414 Undertake marketing activities
- BSBPMG522 Undertake project work
- BSBSUS401 Implement and monitor environmentally sustainable work practices
- BSBRSK501 Manage risk

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