



# 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)

# BSB40215 Certificate IV in Business

Management and Commerce

CRICOS Course Code 086955D

## 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 162 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. The delivery will include face to face teaching, lectures, discussions and learning activities

## Assessments

Assessments comprise of activities, questions, case studies, project, report.

## 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

**anc.vic.edu.au**  
**Australian National College Pty. Ltd.**  
Level 1, 58 Franklin Street Melbourne Victoria 3000 AUSTRALIA  
Ph + 61 3 9662 3300 | E [admissions@anc.vic.edu.au](mailto:admissions@anc.vic.edu.au)

CRICOS Provider Code 03009M | Registered Training Organisation No. 22134