



AUSTRALIAN NATIONAL COLLEGE

BSB40120 Certificate IV in Business

Management and Commerce

CRICOS Course Code 108550F



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; BSB40120 Certificate IV in Business.

Course Duration

This course is offered full time over 1 year or 52 weeks on a full time basis, which includes 12 weeks of holidays.

Contact Hours

20 hours per week face to face learning and online classes for 40 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 ANC.*

Tuition Fee

AUD\$ 7,500

Fees and Charges are subject to change with prior notice.

Non- Tuition fee - Enrolment fee \$200, Refer to student handbook for the details.

Training Location

- 182 Capel St, North Melbourne VIC 3051
(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, 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/equivalals/equiv-yr11.aspx>

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

- BSBCRT411 Apply critical thinking to work practices meetings
- BSBTEC404 Use digital technologies to collaborate in a work environment
- BSBTWK401 Build and maintain business relationships
- BSBWHS411 Implement and monitor WHS policies, procedures and programs
- BSBWRT411 Write complex documents
- BSBXCM401 Apply communication strategies in the workplace

Elective Units

- BSBOPS405 Organise business meetings
- BSBPEF402 Develop personal work priorities
- BSBPEF502 Develop and use emotional intelligence
- BSBPMG430 Undertake project work
- BSBTEC402 Design and produce complex spreadsheets
- BSBTEC401 Design and produce complex text documents

ANC Enrolment Process

1. All students will have to fill, sign and send a completed "Enrolment Application Form" along with the course entry requirement documents.
2. Once the entry requirement has been satisfied, all Students will be required to do a Language, literacy and Numeracy (LLN) test.
3. All students will undergo a Pre-Training Review with the admission officer prior to being issued an Offer letter and Enrolment Acceptance Agreement.

anc.vic.edu.au
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*** This Brochure need to be read in conjunction with the student handbook found on ANC website under current student tab.*

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