

## International Students

### BSB40120 - Certificate IV in Business

(CRICOS Course Code: 108550F) <https://training.gov.au/Training/Details/BSB40120> (Please click on the link for more information and status of the qualifications)



#### DESCRIPTION

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have supervisory performance accountabilities.

Individuals in these roles carry out a mix of specialist and moderately complex administrative or operational tasks that require self-development skills. They 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.

#### ACCREDITATION

This qualification is nationally recognised under the Australian Qualifications Framework (AQF).

#### CLIENT GROUPS

Overseas / International students will be:

- Holding valid Student Visa
- Fee for service.

Learners with experience in the relevant industry or education can apply for Recognition of Prior Learning (RPL) and Credit Transfer. Please refer to 'RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER' section or contact Australian National College (ANC).

#### ENTRY REQUIREMENTS

##### *Qualification Package Entry Requirements*

There are no specific entry requirements are for this course.

### ***ANC Admission requirements***

ANC has the following admission requirements for all students:

- Candidates must be 18 years of age or above at the time of application. Please note, ANC does not enrol overseas students under eighteen (18) years of age into our CRICOS approved courses. This is an ANC requirement, not a training package requirement.
- ANC requires all candidates entering this course to have completed Australian Year 12 or its overseas equivalent qualification or an Australian Qualifications Framework (AQF) Certificate II or higher qualification.
- International students must demonstrate their proficiency in English Language. The minimum English Language requirement is IELTS 5.5 or equivalent.

Note: International students who are currently enrolled with another Provider across Australia and are requesting to enrol to another Provider are generally categorised as 'Transfer Students'. For this purpose, these students need to be released by their current Provider by means of providing a 'Release letter' unless the student has finished six (6) months in their Principal Course of Study.

### ***Required Australian Core Skills Framework (ACSF) level***

ACSF level 3 is required in reading, writing, learning, numeracy and oral communication.

### **LICENSING / REGULATORY INFORMATION**

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.

### **PATHWAY FROM THE QUALIFICATION**

#### ***Training Pathway***

On completion of this qualification, graduates may undertake the BSB50120 Diploma of Business or other Diploma level qualification from the BSB Business Services Training Package.

#### ***Employment Pathway***

Certificate IV in Business is in the Business Services pathway. By completing this course, you may gain knowledge and skills to persist a career in the following job streams.

Business Administration:

- Administrative Officer
- Administrative Team Leader
- Assistant Business Analyst
- Assistant Security Analyst
- Business Development Assistant

Business Support:

- Procurement Administrator
- Sustainability Support Officer

Human Resources & Work Health and Safety:

- Payroll Administrator
- Human Resources Assistant
- Occupational Health and Safety Officer

Library and Information Services:

- Assistant Security Analyst
- Records Information Officer

- Library Officer

Learners who complete a course are reminded at the time of completion, of further opportunities, unless a learning barrier has been identified that would hinder their progression to a higher qualification level.

Please refer to the following source for Pathway and employment outcomes and Job Pathways Charts illustrating potential career pathways within that industry.

Source: <https://www.myskills.gov.au/courses/details?Code=BSB30120>

## TRAINING DELIVERY

The program for international students takes place in a classroom and simulated environment with access to Internet.

The participants in each program group will be provided with detailed learning materials to support the activities. These materials will include learning, assessment and other reference material relevant to the unit of competency being delivered.

## DURATION

This course is offered full time over 52 weeks including holidays (12 weeks) on a full-time basis for 20 hours per week for 40 weeks. Students need to gain competency in 12 units (6 core units and 6 elective units) to successfully complete this course.

## RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER

The underlying principle of Nationally Recognised Training is that a learner does not have to repeat training and assessment that has already been undertaken.

ANC has a Recognition of Prior Learning (RPL) and Credit Transfer Policies and Procedures and can be found at ANC's website, which outlines in detail a process to be followed for granting recognition and credit transfer. This is supported through the RPL guidelines for this qualification which focus specifically on all units.

Learners are encouraged to apply for RPL prior to or immediately after formal enrolment but prior to the facilitated delivery of units to ensure that they do not miss any training opportunities offered should they be unsuccessful in the RPL process.

Credit Transfer relates to the recognition of learning achieved through formal education and training, and involves assessing a previously completed course or units to see if it provides equivalent learning or competency outcomes to those required within the current course of study. Learners must provide transcripts of results and/or statements of attainment for credit transfer to be assessed.

Where a learner is successful in the RPL or Credit Transfer (CT) application, the units to be undertaken and course duration will be adjusted accordingly.

Where RPL is granted, learners do not have to participate in further training and assessment for skills and knowledge that they already possess.

## COURSE FEE

- Tuition Fee: AUD 7,500
- Application/Registration Fee: AUD 200 (Non-refundable)
- RPL Fee: AUD 250 per unit

## Terms and Conditions:

- ANC will strive to maintain highly competitive fair and reasonable fee structures.

- ANC adjusts its fees and charges from time to time. Changes to fees will be fairly and equitably applied, advertised and clearly indicate the date from which the change will take effect.
- ANC provides details of course fees in all course information.
- ANC will ensure these fees are applied and communicated to clients prior to enrolment.
- In accordance with the Standards for RTOs 2015, ANC adopts the following to protect fees paid in advance:
  - Flexible payment arrangements/ options will accommodate individual circumstances.
  - Fees must be paid in full before certification will be issued.
  - Acceptable payment options can be made via credit card, direct debit, and EFT remittance to accommodate the diverse financial situations of clients.

## COURSE STRUCTURE

For International Students, course duration has been calculated on 20 hours per week (52 weeks in total) of Training and Assessment which includes 40 weeks of Face-to-Face class room Training and Assessment and 12 weeks of Term Breaks/holidays. All students are expected to give 10 hours per week as Self-Directed Study.

As per package rules, 13 units must be completed. These include 6 core units and 7 elective units.

### Core Units

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

### Elective Units

Unit Code	Unit Title	Pre-Requisite
BSBTEC402	Design and produce complex spreadsheet	Nil
BSBTEC401	Design and produce complex text documents	Nil
BSBPMG430	Undertake project work	Nil
BSBPEF502	Develop and use emotional intelligence	Nil
BSBPEF402	Develop personal work priorities	Nil
BSBOPS405	Organise business meetings	Nil
BSBTEC402	Design and produce complex spreadsheet	Nil

## COURSE COMMENCEMENT

Please contact ANC for the intake dates.

## ASSESSMENT METHODS

Each unit is delivered and assessed as a standalone unit. Assessment comprises written assignments, activities and projects. Students are required to attend training and assessment activities as scheduled.

Assessment is structured throughout the course. If students are unable to achieve competency, additional support is provided through mentoring and access to re-assessment as outlined in our policies and procedures. Assessment requires achievement across all tasks to demonstrate competence and may include:

- Knowledge Questions
- Role Plays / Observations
- Projects / Reports

- Case Study

### RESOURCES / MATERIALS

This program for international students takes place in a classroom environment with access to internet. Students will be provided with access to the following resources required to complete the qualification successfully upon enrolment:

- Units' Notes
- Student Workbooks and Resources
- PowerPoint Slides and Handouts
- Computers with Office Suite and appropriate software

### COMPLETION

Upon successful completion of this course, students will receive a nationally recognised BSB40120 - Certificate IV in Business. Students who do not complete all units may be eligible for a Statement of Attainment for partial completion of the BSB40120 - Certificate IV in Business.

### COURSE DELIVERY LOCATION

The training delivery location is:

- Ground Floor, 182 Capel Street, North Melbourne, VIC 3051 Australia.

### FURTHER INFORMATION

Before enrolment, each student should ensure s/he meets the following requirements:

- Enrolment Application Form can be downloaded from website <https://anc.vic.edu.au/> or request to be emailed can be forwarded to [admissions@anc.vic.edu.au](mailto:admissions@anc.vic.edu.au).
- Read and understand the complete information available at ANC's website [anc.vic.edu.au](http://anc.vic.edu.au) or email your request to [info@anc.vic.edu.au](mailto:info@anc.vic.edu.au).
- Read and understand all policies and procedures available at ANC's website or email your request to [info@anc.vic.edu.au](mailto:info@anc.vic.edu.au).
- Provide ANC with their Unique Student Identifier (USI) number. For more information, see <https://www.usi.gov.au/students/create-your-usi>.
- You can post or visit us at our head office in 182 Capel St, North Melbourne VIC 3051, or call us at 03 9662 3300.
- You will also find further information about fees and refunds and the enrolment process applied by ANC on the website <https://anc.vic.edu.au/> and Student Handbook.
- For further details or queries, ANC can be contacted via email at [info@anc.vic.edu.au](mailto:info@anc.vic.edu.au) [admissions@anc.vic.edu.au](mailto:admissions@anc.vic.edu.au) or phone: 03 9662 3300.

### IMPORTANT INFORMATION

- ANC has got the systems in place to make sure that students are getting quality training during the course. ANC is responsible for compliance and training & assessment of this course and there are no third-party training provider services acquired by ANC.

- Please go through the policies and procedures regarding enrolment, fee refunds, course progress and complaints & appeals available on the website <https://anc.vic.edu.au/>.