Purpose of the Course:
The purpose of this qualification reflect the role of individuals 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.

Entry Requirements:
• Students must be over 18 years of age,
• Students must have completed an overseas equivalent of Year 12
• Proficient in English. International students need an IELTS level of 6.0 overall with no individual band lower than 5.5, or a TOEFL 550 (paper PBT) 78 (computerised) or proof that the medium of instruction at school has been in English with a satisfactory grade in English in final examinations.
• Have an intermediate to advanced level of understanding of computers and the internet

Nominal Duration:
Total duration of the course is 20 hours per week for 52 weeks including 3 x 10 week terms, 1 x 12-week term and 10 weeks’ holiday.

This course is only offered as a full-time only and is not offered part-time or by distance education.

Delivery Location
• Level 2 & 7, 16 – 18 Wentworth Street, Parramatta, NSW, 2150

Course Fees:
Tuition Fee: $12,000
Enrolment Fee: $150
Material and Equipment Fee: $250
Total Fees: $12,400

*Note: Some fees are non-refundable and fees may change without notice. See the enrolment form for fee refund policy details of refund arrangements and conditions and please check out web site or contact the college prior to enrolment to ensure fees are correct.*

**Delivery Strategy:**
This program is delivered totally within an institution-based environment. This mode of delivery will combine theory-based material and practical sessions involving small discussion groups, individual and team activities and practical projects.

Throughout the entire training program participants will be provided with training and resource materials that contain various worksheets, handouts, additional reading materials (where required) and the assessment tasks. These materials will be sourced from a variety of commercial providers such as IBSA, SmallPrint Australia and will also be developed in-house.

**Assessment Strategy:**
Evidence is the term used to describe the information used to gain competency in each section of the course. It can be gathered in a variety of ways and the Trainer/Assessor will use a combination of these methods throughout and at the conclusion of the learning program. In some situations the trainer/assessor will have number of different types of assessment activities to choose from and will be required to conduct a minimum of two or more assessments to judge competency in certain units.

Due to the nature of some units the number of assessment required will vary and the trainer/assessor will inform the students of the number being undertaken. The assessment matrix identifies the type of evidence that will be collected to enable judgments to be made about student’s success in units of competency. Assessments are conducted at various points though out a unit. It is at the discretion of the trainer/assessor as when these occur. This decision is based upon when an agreement is reach between both the trainer/assessor and the individual student.

Assessment methods may include:

- Role-plays
- Written examinations
- Written/Verbal questioning
- Case studies
• Practical Projects
• Research Reports
• Assignments used to assess required skills and knowledge

Assessment Outcome:
Students will be marked either Competent (C) or Not yet Competent (NYC) for each unit of competency.

Customisation and Contextualisation:
This program has been designed to provide the best outcome for those seeking this qualification and to enable them to work in a variety of financial environments. The program and its learning and assessment materials maybe subject to customisation and contextualisation to suit the needs of individual clients where these needs have been identified and will be conducted in consultation with the relevant individual.

Recognition of Prior Learning:
Have you worked or studied in this field before? RPL allows you the opportunity to be recognised for skills, experience and study that you may have already attained.

To gain RPL you will need to contact the college for our RPL kit which will guide you through the process of presenting your evidence to us. RPL will only be granted before the start of the course, or within the first two weeks of starting of the course.

RPL can be applied for by overseas students with the following conditions:
• You are still required to attend full-time study
• The duration of the course is reduced affecting your Confirmation of Enrolment with DIBP (Department of Immigration and Border Protection)

There is a fee for the RPL service which is detailed in the RPL kit

Training Pathways:
This qualification will provide a pathway to BSB50215 Diploma of Business or other Diploma level qualifications.

Employment Pathways:
Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification are:
• Administrator
• Office Manager
• Project Officer
Course Objectives and Outcomes
On successful completion of this qualification students will be able to:

- Organise meetings
- Establish networks
- Coordinate business resources
- Supporting the Recruiting, selection and inducting of staff
- Develop teams and individuals
- Promote products and services
- Implement and monitor WHS policies, procedures and programs to meet legislative requirements
- Make presentations
- Administer projects

Qualification Awarded:
At the successful completion of this course the participant will receive a BSB40215 Certificate IV in Business. Those students who do not complete this course or who are deemed not yet competent in any units will still receive a Statement of Attainment for those units they have completed.

Course Structure:
To successfully complete the BSB40215 Certificate IV in Business students are required to complete ten units of competency consisting of the units as listed below.

- BSBADM405 Organise meetings
- BSREL401 Establish networks
- BSBADM409 Coordinate business resources
- BSBHRM405 Support the recruitment, selection and induction of staff
- BSBLED401 Develop teams and individuals
- BSBMKG413 Promote products and services
- BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements
- BSBCMM401 Make a presentation
- BSBCUS402 Address customer needs
- BSBADM407 Administer projects