



ABBEY COLLEGE
AUSTRALIA

QCDBSB40207
V 11.08.11

COURSE DESCRIPTION

COURSE NAME: Certificate IV in Business

NATIONAL CODE: BSB40207

CRICOS CODE: 071525E

GENERAL DESCRIPTION

This qualification reflects the role of individuals who use well developed skills and a broad knowledge base in a wide variety of business situations and contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

The course is comprised of 10 units, 1 core unit and 9 elective units.

ACCREDITATION

This is a nationally accredited course from the BSB07 Business Services Training Package.

TARGET GROUP

The main target group for this qualification is potential new entrants to the industry who require skills in the business sector.

This group may include local students, international students, school leavers, unemployed workers, and recent migrants, those wishing to enter a different industry sector and require skills in business relevant areas. It is expected that they will generally be from 18 to 50 years of age.

CAREER OPPORTUNITIES

Students successfully finishing the course may gain employment in the business industry. Examples of indicative job roles include:

- Administrator
- Project Officer

ARTICULATION

- After achieving the BSB40207 Certificate IV in Business, candidates may undertake a range of Diploma level qualifications within the BSB07 Business Services Training Package, or other Training Packages

COURSE PRE-REQUISITES

LANGUAGE

For applicants for whom English is a second language:

- IELTS 5.5 or equivalent
- OR have successfully completed Abbey College Australia's Intermediate and Upper Intermediate course (CRICOS Code: 057388D).
- (for on-shore applicants only) demonstrate vocational proficiency through an entry test

Applicants must have:

- satisfactorily completed Year 12 of secondary education or its equivalent,
- have some experience in a commercial or retail environment

You will be required to include references from your employer/s with your application form.

ASSUMED KNOWLEDGE

Ability to use basic functions of MS Office software (Word, Excel, Powerpoint) and have basic computing skills including email and internet research.

MINIMUM AGE

All Applicants must be 18 years old or above to apply for this course.

TEACHING METHODS

This course will be delivered using a combination of lectures, handouts, tutorials and practical exercises. Participants will receive a workbook for each unit of competency. Students are required to complete some of the activities in their own time.

ASSESSMENT METHODS

Assessments will include assignments, written tests, practical activities, portfolio and verbal presentations.



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COURSE DELIVERY LOCATIONS

- Level 2 and 6, 770 George Street, Sydney
- Level 3, 591 George Street, Sydney

FACILITIES

Twelve large classrooms with both lecture and discussion configurations and audio-visual presentation equipment. Two Computer Laboratories with 60 networked computers with internet and printer access. Internet accessed and other computer-based training tutorials. Individual student workbooks for all units of study.

SUBMISSION FEE:	AUD \$180.00
TUITION:	AUD \$7,000.00
WORKBOOKS:	AUD \$200
TEXTBOOKS:	AUD \$64.95 BUSINESS ADMINISTRATION AND SUPERVISION, KRIS COLE, PRENTICE HALL 2004, ISBN 1-74091-041-9
COURSE DURATION:	6 MONTHS
CONTACT HOURS:	20 hrs per week

ENROLMENT PROCEDURE

Please refer to "QPR020i - Enrolment Procedure for International Students" available on our website

RECOGNITION OF PRIOR LEARNING

Learners can obtain advanced standing in the training program on the basis of evidence provided for the targeted competencies. Methods of assessing these competencies, will follow Abbey College's assessment guidelines.

Please Note:

- Payment of RPL assessment fee
- RPL application must be submitted with the enrolment form prior to enrolment.
- RPL will only be granted before the start of the course.

Subject to RPL assessment outcomes, Abbey College Australia will inform visa granting authorities if granting RPL to an international student results in the shortening of the duration of their course.

QUALIFICATION REQUIREMENTS

To be awarded a BSB40207 Certificate IV in Business from Abbey College Australia, participants need to be assessed as competent in the following units:

CORE	
1	BSBOHS407A - Monitor a Safe Workplace
ELECTIVE	
2	BSBADM405B - Organize Meetings
3	BSBCMM401A - Make a Presentation
4	BSBLED401A - Develop Teams and Individuals
5	BSBRES401A - Analyse and Present Research Information
6	BSBWRT401A - Write Complex Documents
7	BSBHRM402A - Recruit, Select and Induct Staff
8	BSBMB404A - Undertake Small Business Planning
9	BSBSMB402A - Plan Small Business Finances
10	BSBMKG401B - Profile the Market



NATIONALLY RECOGNISED
TRAINING

