



# Magill College Pty Ltd Trading as Magill College Sydney

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## COURSE INFORMATION BSB40215 CERTIFICATE IV IN BUSINESS

| CRICOS Course Code: 086897J   |   |   |
|---|---|---|
| <b>Course Duration:</b>   | 40 weeks with 20 contact hours per week including a ten (10) week approved holiday period.  |   |
| <b>Course Fee</b>   | <b>Enrolment Fee (non-refundable)</b>   | <b>Material Fee (incl. study materials)</b> |
| A\$ 6,000.00  | A\$ 200.00  | A\$ 150.00                                  |
| Please note Magill College Sydney reserves the right to vary Tuition Fees and/or Material Fees without prior notice. Please contact the College prior to enrolling to confirm the current cost and fee structure.   |   |   |
| <b>Entry requirements</b>   |   |   |
| There are no pre-requisite entry requirements for this qualification.   |   |   |
| Magill College Sydney does not accept any students under 18 years of age, and therefore it is mandatory that all students who wish to enrol in this course must be at least 18 years of age.  |   |   |
| For international Students whose first language is not English, the minimum required level of English language proficiency is an IELTS score of 5.5 or TOEFL iBT score of 46 [or equivalent, as recognised by Department of Home Affairs (DHA) and a satisfactory completion of HSC Year 12 or equivalent.]   |   |   |
| <b>Learning and Career Pathways Information</b>   |   |   |
| Preferred pathways for students into this qualification may include a number of entry points, including:  |   |   |
| <ul style="list-style-type: none"> <li>• BSB30115 Certificate III in Business or other relevant qualification(s); or</li> <li>• For mature age entry (21 years of age or above) with vocational experience assisting in a range of environments providing administrative or operational support to individuals and/or teams but without a formal business qualification.</li> </ul> |   |   |
| Pathways from the qualification:  |   |   |
| Students who gain the BSB40215 Certificate IV in Business can further their study in a range of Diploma level qualifications within the BSB Business Services Training Package, or other Training Packages.   |   |   |
| <b>Qualification Packaging Rules</b>  |   |   |
| To attain the BSB40215 Certificate IV in Business qualification ten (10) units (One (1) Core unit and Nine (9) Elective units) must be completed successfully. These units of competency have been selected in accordance with packaging rules, as specified in BSB40215 Certificate IV in Business.  |   |   |
| Upon completion of the qualification under the course structure listed below students will be issued with an AQF Qualification BSB40215 Certificate IV in Business. Students completing assessment requirements for part of a qualification will be awarded a Statement of Attainment, indicating which units of competency they have completed.                                    |   |   |
| <b>Core Unit</b>  |   |   |
| BSBWHS401   | Implement and monitor WHS policies, procedures and programs to meet legislative requirements  |   |
| <b>Elective Units</b>   |   |   |
| BSBCUS401   | Coordinate implementation of customer service strategies  |   |
| BSBMKG414   | Undertake marketing activities  |   |
| BSBFIA402   | Report on financial activity  |   |
| BSBFIA401   | Prepare financial reports   |   |
| BSBMKG413   | Promote products and services   |   |
| BSBITU404   | Produce complex desktop published documents   |   |
| BSBITU401   | Design and develop complex text documents   |   |
| BSBITU402   | Develop and use complex spreadsheets  |   |
| BSBCMM401   | Make a presentation   |   |
| Vocational outcome  | <p>This course is designed for:</p> <ul style="list-style-type: none"> <li>• individuals who want to develop the knowledge and skills to effectively operate in a wide range of business contexts across number of industry sectors; and</li> <li>• individuals wanting to develop skills across a range of areas including areas of customer service, financial administration, general administration, business communication and marketing among others.</li> </ul> <p>Further information regarding BSB - Business Services Training Package can be accessed at: <a href="http://www.training.gov.au">www.training.gov.au</a></p> |   |