



Course Brochure – BSB40215 Certificate IV in Business

This brochure provides all the information you need to know about enrolling in the BSB40215 Certificate IV in Business.

Course details	
Provider Name	Australian City International College
RTO Code	91779
CRICOS Code	TBA
CRICOS Course Code	TBA
Location of course	Level 2, 17 Macquarie Street, Parramatta, NSW 2150
Delivery mode	Face to face and distance
Duration	52 weeks, including 40 study weeks and 12 weeks of holidays.
Study load	15 hours a week in the classroom and 5 hours of structured self-study



Australian City
International College



NATIONALLY RECOGNISED
TRAINING

Overview of course

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.

The latest release of the qualification and packaging rules can be found at the following link:

<https://training.gov.au/Training/Details/BSB40215>

Who should apply for this course and why?

This course is targeted at international students who are:

- Seeking to pursue a career in business
- Seeking to enter a new industry sector
- Seeking a pathway to higher-level qualifications

Completing this course may provide you with employment or learning opportunities. Potential employment options are in business roles in a range of industry areas. Further education pathways may include the BSB50215 Diploma of Business or a range of Diploma qualifications.

What can I expect?

Units

The following units are included in this course and all are required for the award of the qualification. Students who only complete some units will be awarded with a Statement of Attainment for units successfully completed.

Unit code	Unit title	Core/elective
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	Core
BSBCMM401	Make a presentation	Elective
BSBCUS401	Coordinate implementation of customer service strategies	Elective
BSBCUS403	Implement customer service standards	Elective
BSBFIA412	Report on financial activity	Elective
BSBINN301	Promote innovation in a team environment	Elective
BSBITU402	Develop and use complex spreadsheets	Elective
BSBLED401	Develop teams and individuals	Elective
BSBRISK401	Identify risk and apply risk management processes	Elective
BSBPMG522	Undertake project work	Elective

Training and assessment information

This course is delivered face-to-face in a classroom-based setting, as well as through structured self-study.

You are required to attend classes for 15 hours, as well as complete 5 hours of structured self-study per week for 40 study weeks (4 terms of 10 weeks each). Holidays are three weeks per term.

Class sessions include a mix of theory and practical activities with a focus on creating a real life workplace.

For the self-study, you will be provided with a self-study guide which includes activities which you must complete and hand into your trainer and assessor each week.

In addition to classroom based learning and structured self-study, you will also need to complete approximately 5 hours of additional, unsupervised study per week including general reading and research for assessments.

The timetable for this course will be advised in your Offer Letter and Student Agreement.

You will also need to complete assessments for this course which may include:

- Written questions
- Projects
- Presentations
- Reports
- Role plays/observations

At the beginning of each unit, your trainer and assessor will outline the assessment tasks that must be completed.

Your classes will be conducted in modern classrooms and you will be able to access Wi-Fi. There are also areas for you to relax, as well as conduct additional study.

You will be provided with a Student Guide relevant to each unit in your course. Textbooks are also available onsite for you to use and borrow if you wish.

Course progress and attendance

Satisfactory course progress and attendance is very important in order to meet visa requirements. Please read the International Student Handbook carefully for more information. You will also be provided with further information about course progress and attendance requirements at your orientation.

Student support

We offer the following in relation to support and welfare.

- one-to-one support from the trainer/assessor
- support with personal issues
- access to additional learning resources
- reasonable adjustment in assessment
- social events
- a buddy program
- information about external sources of support.

You may not have studied for a while, may have English as a second language or need additional assistance with literacy or numeracy.

We will identify any additional support needs you may have at the time of application and enrolment and may prepare a Student Support Plan for you based on those needs.

Resource requirements

You are required to bring your own laptop with Office 365 (or similar program) to all classes. These costs are not included in your course fees. Specifications for laptops and associated costs are included below.

PC

	Minimum requirements
Processor	Intel® or AMD processor with 64-bit support*; 2 GHz or faster processor Microsoft Windows 10
Operating system	Microsoft Windows 10
RAM	10 GB or more of RAM (8 GB recommended)
Hard disk space	3.1 GB or more of available hard-disk space
Monitor resolution	1024 x 768 display (1280x800 recommended) with 16-bit colour and 512 MB or more of dedicated VRAM; 2 GB is recommended.
Graphics processor acceleration requirements	OpenGL 2.0-capable system
Internet	Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.

MacOS:

	Minimum requirements
Processor	Multicore Intel processor with 64-bit support
Operating system	MacOS version 10.12 (Sierra), macOS version 10.13 (High Sierra), or macOS version 10.14 (Mojave).
RAM	2 GB or more of RAM (8 GB recommended)
Hard disk space	4 GB or more of available hard-disk space for 64-bit installation; additional free space required during installation.
Monitor resolution	1024 x 768 display (1280x800 recommended) with 16-bit colour and 512 MB or more of dedicated VRAM; 2 GB is recommended
Graphics processor acceleration requirements	OpenGL 2.0-capable system
Internet	Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.

Name of software	Associated costs	
Office 365	\$129 annually	https://products.office.com/en-au/buy/office
Laptop details	Associated costs	
Any laptop that meets the specifications above	\$450 (approximate only)	Various

Course credit

You can apply for recognition of existing qualifications or skills, knowledge and experience (credit transfer or recognition of prior learning) as per the information included in our International Student Handbook, which is available at www.aci.edu.au

If you are granted course credit, this will affect your course fees as well as the duration of your course. We will advise you in writing of changes to fees or course duration as a result of the credit. You will also be issued with a new Confirmation of Enrolment.

For any questions about course credit, contact us at the details shown below.

What are the entry requirements?

Australian City International College has the following entry requirements:

You must:

- be at least 18 years of age and have completed the equivalent of Year 12.
- participate in a course entry interview to determine suitability for the course and student needs.
- have an IELTS* score of 5.5 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
 - educated for 5 years in an English speaking country; or
 - completed at least 6 months of a Certificate III level course in an Australian RTO; or
 - successful completion of an English Placement Test.

Note that other English language tests such as PTE and TOEFL can be accepted. You are required to provide your results so that we can confirm they are equivalent to IELTS 5.5.

How much does it cost?

The costs for this course are as follows:

Enrolment and materials fee	AUD \$500 (non-refundable to be paid on enrolment)
Tuition fees	AUD \$10,000
Non-tuition fees	May apply and can be found in our International Student Handbook on our www.aci.edu.au

Course fees do not include laptops or software – see information above.

A detailed payment plan and payment arrangements are provided in the Offer Letter and Student Agreement. You must pay all of your course fees and on time. Non-payment of fees may result in cancellation of enrolment.

You are also required to take out Overseas Health Insurance Cover before arriving in Australia. We provide details of OSHC providers in the International Student Handbook. You can approach any of these providers to find out costs and organise your cover.

Additional costs associated with living in Australia are outlined in the International Student Handbook. You should carefully review these costs in relation to budgeting. Further information can be found at <https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs>.

How can I apply?

To apply for this course, you are required to complete an enrolment form and submit all required supporting evidence including copies of your:

- High School Certificate
- proof of English language proficiency as specified in the entry requirements.

Where to from here?

If your application is successful, we'll send you an Offer Letter and Student Agreement. You should make sure you read through this document carefully to make sure you are happy with all of the terms and conditions. If you are, then simply sign the document and send it back to us.

Once we receive this, we will issue you with a Confirmation of Enrolment (CoE) letter and an invoice for the first payment.

The first day of each course will include orientation and induction. Orientation will include information about the campus, living in Australia, accessing our support services and methods for achieving success throughout the course, including course progress requirements.

This course outline should be read in conjunction with our International Student Handbook. This can be found online at www.aci.edu.au