



ALTEC College

BSB40215

CERTIFICATE IV IN BUSINESS

COURSE OVERVIEW

Certificate IV in Business would apply to individuals who use well developed skills and a broad knowledge base in a wide variety of 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. This course covers a range of competencies that are relevant to everyday business operations including customer service, presentation, team work, workplace projects and WHS.



CRICOS Code
086944G



RTO Code
22034



Delivery Mode
Face to Face
Classroom-based



Campus Location
Melbourne (VIC)



Course Duration
26 weeks
(Including Holiday)



Contact Hours
20 contact weeks
(20 hours per week)



Qualification Level
Graduate Certificate



Environment
Multicultural
groups



**Nationally
Recognised**



Tuition Fee:
<https://www.altec.edu.au/altec-student-fee/>

ENTRY REQUIREMENTS

- Completion of Year 12 or equivalent
- International: IELTS 5.5 with a minimum 5.0 in each band, or equivalent TOEFL iBt 46, TOEFL PBT 527, or PTE 42
- At least 18 years of age at the commencement of the course

WWW.ALTEC.EDU.AU

ADMISSIONS@ALTEC.EDU.AU

CALL 03 9529 1783

COURSE STRUCTURE

Students must complete all the required units to attain this qualification.



ALTEC College



Unit Code and Title	Type
BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements	Core
BSBITS401 Maintain business technology	Elective
BSBRES401 Analyse and present research information	Elective
BSBINN301 Promote innovation in a team environment	Elective
BSBWRT401 Write complex documents	Elective
BSBCMM401 Make a presentation	Elective
BSBADM409 Coordinate business resources	Elective
BSBLED401 Develop teams and individuals	Elective
BSBWOR404 Develop work priorities	Elective
BSBMGT402 Implement operational plan	Elective

PRE-ENROLMENT & NEEDS ANALYSES

As per our Admission and Enrolment Policy and Procedure, ALTEC College conducts pre-enrolment Client Needs Analysis to determine course suitability, existing skills and knowledge and an early detection of any learning needs. Pre-enrolment analysis includes determination of course suitability and identification of specific learning and/or support needs. A pre-enrolment interview may also be conducted.

RPL and credit transfer opportunities are provided at the time of enrolment, and an option for students to apply during their studies.

ACADEMIC PATHWAYS

Pathways into the qualification

Candidates may enter the qualification through a number of entry points including:

- BSB30115 Certificate III in Business or other relevant qualification/s
- 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

Pathways from the qualification

After achieving this qualification candidates may undertake:

- BSB50215 Diploma of Business
- A range of Diploma level qualifications within the BSB Business Service Training Package, or other Training Packages