BSB40215 Certificate IV in Business
Business & Management

Qualification
Students successfully completing the course will receive the Nationally Recognised; BSB40215 Certificate IV in Business.

Course Duration
This course is offered for 6 months or 26 weeks including Holidays on a full time basis.

Contact Hours
20 hours per week for 20 weeks.

Additionally, students are expected at least 10 hours of individual study per week not limited to research, learning activities and assessment activities utilising the facilities and resources available at AITT.

Tuition Fee
AUD $4,500

Fees and Charges are subject to change with prior notice. Material Fee will be charged extra.

Training Location
- Level 3, 475-485 Flinders Lane, Melbourne, VIC 3000
  (Classes as per scheduled timetable)
- Level 2, 335 Flinders Lane, Melbourne, VIC 3000
  (Classes as per scheduled timetable)

Students' Testimonials
The best thing about the school is having extremely friendly and attentive staff which makes students like to learn. The classes are small and intimate so our lecturers actually know us individually and where we are at with our abilities. My advice to the future students is to enjoy the student life at the AITT and to make use with all the campus facilities to brighten their life.

Ann & Khanh Vo from Vietnam

aitt.vic.edu.au
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Entry Requirements
The Training Package does not specify any entry requirements for this qualification course.

Age Requirements
AITT has a requirement that all students must be over 18 years of age at the commencement of course.

Academic Requirements
To gain entry to this course, applicants should have successfully completed home country equivalent to an Australian Year 11 qualification.


English Language Requirements
All International Students applying for courses at AITT must have a minimum English Language proficiency level of one of the below:

You should qualify in ANY ONE (1) of the following:
- IELTS overall band of 5.5 or equivalent;
- TOEFL iBT test score band of 46 equivalent or above;
- PTE Academic band score 42 equivalent or above;
- Cambridge English Advanced (CAE) test score band of 47 equivalent or above;
- OET score band Pass equivalent or above;
- Successful completion of Senior Secondary certificate of education in Australia conducted in medium of English;
- Completion of a full time studies in Australia towards a Certificate III level course or above;
- English as the first language;
- Satisfactory completion of the EAL course OR
- Any other form of test which satisfies the Institution.

Teaching Method
This program is delivered in a classroom based environment and also the simulated work place environment if applicable. The delivery may include face to face teaching, lectures, discussions, workshop activities, field trips, research; Computer based tasks, home based learning activities group works, supervised practical sessions.

Assessments
Assessments comprise of assessment activities, written/oral questions, project works including observation, demonstration and role plays.

Course Structure
Units of Competency
(10 units including 1 core & 9 elective units)

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<tr>
<th>Code</th>
<th>Title</th>
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<tr>
<td>Core Units</td>
<td>Implement and monitor WHS policies, procedures and programs to meet legislative requirements</td>
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<td>Elective Units</td>
<td>Implement customer service standards</td>
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<td>Organise meetings</td>
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<td>Make a presentation</td>
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<td>Develop teams and individuals</td>
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<td>Undertake marketing activities</td>
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<td>Establish networks</td>
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<td>Analyse and present research information</td>
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<td>Implement and monitor environmentally sustainable work practices</td>
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