

Course Information for International Students



BSB40215 Certificate IV in Business

Qualification Code and Title	Certificate IV in Business
CRICOS Course Code:	095040F
Provider	Australian Training School trading as Southern Academy of Business and Technology RTO Code: 31595 CRICOS Provider Code: 03602E
Course Overview	<p>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.</p> <p>The latest release of the qualification and packaging rules can be found at the following link:</p> <p>https://training.gov.au/Training/Details/BSB40215</p>
Entry Requirements	<p>Southern Academy of Business and Technology has the following entry requirements:</p> <p>International students must:</p> <ul style="list-style-type: none"> • Be at least 18 years of age. • Have an IELTS score of 5 or equivalent (test results must be no more than 2 years old). • Must have completed at least the Australian Year 11 or equivalent, or Successful completion of an AQF recognised Certificate III in Business. <p>International Students may not be required to provide evidence of English Language competence where documented evidence can be provided to demonstrate any of the following:</p> <ul style="list-style-type: none"> • the student was educated for 5 years in an English speaking country. • the student has completed at least 6 months of a Certificate IV level course in an Australian RTO. • The student has successfully completed an English Placement Test • the student has successfully completed a foundation course in Australia • the student has successfully completed their High School in English Language. <p>Students also required to participate in a course entry interview to establish their suitability for the course</p>
Course Duration	<p>This qualification will be delivered over 52 weeks, including 40 weeks of training and assessment spread over 4 terms of 10 weeks and 12 weeks of holidays.</p> <p>Class sessions are planned to ensure that students have a mixture of practical and theoretical components and those classes cater for a wide variety of learning styles.</p> <p>Additionally, workplace practices and environments are simulated and used to conduct skills based assessments in accordance with unit requirements. The timing for this course will be advised in the Letter of Offer.</p>

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Delivery mode and location	<p>This course will be delivered face-to-face in a classroom-based setting and on-line, which includes the simulation of workplace-based environment.</p> <p>Sydney Campus: Level 1,2 & 4, 95 Bathurst Street, Sydney, NSW 2000</p> <p>Campbelltown Campus: Unit 1, 159 Queen Street, Campbelltown, NSW 2560</p> <p>Adelaide Campus: Suite 1 Ground Floor 97 Pirie St, Adelaide, SA 5000</p>																																	
Career Outcomes	<p>Students who complete this course may be able to seek employment as:</p> <ul style="list-style-type: none">• Accounts clerk• Customer service advisor• Clerk• Office administration assistant• Student services officer																																	
Education Pathways	<p>Students who complete this course may wish to continue their education into the BSB40215 Diploma of Business or into a range of other Diploma level qualifications.</p>																																	
Course Structure	<p>The BSB40215 Certificate IV in Business requires the successful completion of One (1) core and nine (9) elective units. Electives for this qualification have been chosen by Southern Academy of Business and Technology to ensure that students achieve a broad range of skills and knowledge in business.</p> <p>The course structure is as follows:</p> <table><tr><th>Code</th><th>Title</th><th>Core/ Elective</th></tr><tr><td>BSBWHS401</td><td>Implement and monitor WHS policies, procedures and programs to meet legislative requirements</td><td>Core</td></tr><tr><td>BSBADM405</td><td>Organise meetings</td><td>Elective</td></tr><tr><td>BSBCMM401</td><td>Make a presentation</td><td>Elective</td></tr><tr><td>BSBINN301</td><td>Promote innovation in a team environment</td><td>Elective</td></tr><tr><td>BSBITU402</td><td>Develop and use complex spread sheets</td><td>Elective</td></tr><tr><td>BSBLED401</td><td>Develop teams and individuals</td><td>Elective</td></tr><tr><td>BSBREL401</td><td>Establish networks</td><td>Elective</td></tr><tr><td>BSBRES401</td><td>Analyse and present research information</td><td>Elective</td></tr><tr><td>BSBRISK401</td><td>Identify risk and apply risk management processes</td><td>Elective</td></tr><tr><td>BSBWRT401</td><td>Write complex documents</td><td>Elective</td></tr></table>	Code	Title	Core/ Elective	BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	Core	BSBADM405	Organise meetings	Elective	BSBCMM401	Make a presentation	Elective	BSBINN301	Promote innovation in a team environment	Elective	BSBITU402	Develop and use complex spread sheets	Elective	BSBLED401	Develop teams and individuals	Elective	BSBREL401	Establish networks	Elective	BSBRES401	Analyse and present research information	Elective	BSBRISK401	Identify risk and apply risk management processes	Elective	BSBWRT401	Write complex documents	Elective
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Course progress	<p>Note that for international student’s satisfactory course progress is required in order to meet visa requirements. More information can be found in the International Student Handbook that also includes information on the specific support that is available to international students. Students who are identified as being at risk of not meeting course progress requirements will be provided with additional support as recorded in an intervention strategy. The student handbook can be found online at www.sabt.edu.au</p>																																	

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Enrolment and Orientation	<p>Upon acceptance of a student’s application for enrolment, a letter of offer, as well as a written agreement and tax invoice for remaining fees, will be forwarded to students. Students must read through all provided information as it will provide all necessary information about the course of study. A Confirmation of Enrolment (CoE) letter will be issued once the signed acceptance of the offer and written agreement are received. 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.</p> <p>This course outline should be read in conjunction with Southern Academy of Business and Technology Student Handbook. This can be found online at www.sabt.edu.au</p>									
Additional Support	<p>All students will be provided with a range of learning support options and resources to help them achieve competency. This includes:</p> <ul style="list-style-type: none">• Academic and personal support.• Referral to external support services.									
Training Arrangements	<p>Students are required to attend face to face classes for 15 hours a week and complete 5 hours online component. Students are also required to complete approximately 5 hours of homework consisting of reading and research.</p>									
Assessment Arrangements	<p>Assessment methods used for this qualification will provide a range of ways for individuals to demonstrate that they have met the required outcomes including:</p> <ul style="list-style-type: none">• Projects• Presentations• Report writing• Observations• Case studies• Questioning <p>At the beginning of each unit, trainers will outline the assessment tasks that must be completed.</p>									
Course Costs:	<p>The costs for this course are as follows:</p> <p>Enrolment fee: \$200 (non-refundable to be paid on application)</p> <p>Material Fee: \$300</p> <p>Tuition fees: AUD\$9,700</p> <p>Non-Tuition fees: May apply and can be found in the student handbook available at www.sabt.edu.au</p> <p>A detailed payment plan and payment arrangements are provided in the Letter of offer and Written Agreement. Non-payment of course fees may result in cancellation of enrolment. Course fees do not include laptops, computer software, which are to be purchased at the student’s own cost and approximate costs for these are listed below.</p> <table><tr><th>Name of software</th><th>Cost</th><th>Supplier</th></tr><tr><td>Office 365</td><td>\$129 annually</td><td>https://products.office.com/en-au/buy/office</td></tr><tr><td>Laptop costs</td><td></td><td></td></tr></table>	Name of software	Cost	Supplier	Office 365	\$129 annually	https://products.office.com/en-au/buy/office	Laptop costs		
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Any laptop that meets the specifications below.	\$450 (approximate only)	Various
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The laptops and software may be purchased by students through the suppliers as listed above or any other suppliers that offer the resources noting that costs may vary at the time of purchase.

Laptop specifications

Students should also note the following minimum specifications for a laptop which students must bring to each class.

Windows:	
Minimum requirements	
Processor	Intel® or AMD processor with 64-bit support*; 2 GHz or faster processor Microsoft Windows 7 with Service pack 1 (64-bit), Windows 10 (Version 1709 or later)
Operating system	Microsoft Windows 7 with Service pack 1 (64-bit), Windows 10 (Version 1709 or later)
RAM	2 GB or more of RAM (8 GB recommended)
Hard disk space	3.1 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 color 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)

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	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 color 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.
	<p>International students are also required to take out Overseas Health Insurance Cover before arriving in Australia. Southern Academy of Business and Technology provides details of OSHC providers in the International Student Handbook.</p> <p>Additional costs associated with living in Australia are outlined in the International Student Handbook. Students 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.</p>	
Course Credit	<p>Students may 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.sabt.edu.au</p> <p>For international students, the granting of course credit may affect course fees as well as the duration of the course.</p> <p>The result of an application for credit and any changes to fees or course duration will be advised to students in writing.</p> <p>If course credit is granted following issuance of the Confirmation of Enrolment, students will receive a new Confirmation of Enrolment showing a reduced duration.</p> <p>For any questions about course credit, contact us at the details shown below.</p>	
Selection and enrolment procedures	<p>To enroll into this course an enrolment form must be completed. which can be emailed or posted to students or downloaded from our website. The enrolment form should be completed and then sent to us along with all of the required documentation.</p> <p>For more information about our selection and enrolment processes, contact us at the details shown below.</p>	
Contact Details	<p>Call our office on 1300 852 205 or email us at info@sabt.edu.au</p>	