



CAIRNS COLLEGE OF
ENGLISH & BUSINESS
study in paradise

> BSB40215

CERTIFICATE IV IN BUSINESS

CRICOS: 086984K / Suitable for students on a student visa

§ Course information

International students wishing to acquire skills and knowledge in business that may be considering working as administrators and project officers. They may also be in a position to provide leadership and guidance to others with some limited responsibility for the output of others. Individual with our without formal qualifications in business across different industry sectors.

§ Timetable (subject to change)

- Monday 8:30 am - 5:00 pm
- Tuesday 8:30 am - 5:00 pm
- Wednesday 8:30 am - 12:30pm

§ Start dates - 2016

- 1st February
- 25th April
- 18th July
- 10th October

§ Career opportunities

- Administrator
- Project Officer

§ Study requirements: Total of 10 units

§ Course overview (1 Core Unit)

BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
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§ Course overview (9 Elective Units)

BSBCUS401	Coordinate implementation of customer service strategies
BSBCUS402	Address customer needs
BSBCUS403	Implement customer service standards
BSBADM405	Organise meetings
BSBADM409	Coordinate business resources
BSBCMM401	Make a presentation
BSBLED401	Develop teams and individuals
BSBMKG413	Promote products and services
BSBMKG414	Undertake marketing activities

§ Tuition fee: \$4,250

§ Academic Entry Requirements

Domestic or international students must have successfully completed a Higher School Certificate or Vocational qualification at a Certificate III level or equivalent.

§ English Language Entry Requirements

To gain entry into a VET course at Cairns College of English, you will need to demonstrate that you have met the required English language proficiency. Entry into the program requires an English level equivalent to IELTS 5.0 or Upper Intermediate at Cairns College of English. Those who do not meet the English requirements can be referred to our English language department to complete intensive courses in English prior to commencing their award course.

§ Resources

Students are issued with learning materials and handouts relevant to each unit.



§ Course Length

380 nominal hours. The course is delivered over 20 weeks (excluding holiday breaks). Students are expected to complete an average of 20 hours per week.

§ Course Delivery

This course is delivered in face-to-face workshops with flexible learning options available. Learning is supported by independent research and a range of practical activities.

§ Recognition of Prior Learning (RPL)

All participants shall have access to and can apply for RPL by gaining competency on the basis of existing skills and knowledge in any or all of the units in this qualification. You may have gained this knowledge through formal courses, or perhaps through work and life experiences. These are measured against your chosen course of study and you may be granted credits or exemptions from some parts of your studies. RPL is an evidentiary process and you will be required to submit a portfolio of evidence.

§ Accreditation

This qualification is taken from the Business Services Training Package and is placed at level 4 on the Australian Qualifications Framework (AQF).

§ Assessment

A range of assessments are employed for this training program and the choice of assessment is dependent on the nature of the unit of competency. Assessments include demonstrations, observation, projects, presentations, knowledge tests, reports and interviews.

§ Credit Transfer

Units from this qualification that are also contained in other qualifications recognised under the AQF will be recognised for credit transfer purposes.

§ Exit Points

A student may exit from this qualification at any time with a Statement of Attainment for any units of competency completed successfully up to that point.



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