

International Students



BSB40215 Certificate IV in Business

CRICOS Code: 086940M

General: This qualification reflects the role of 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

Entry requirements: Prospective students are required to complete the Pre-Training Interview form, to the satisfaction of ITHEA. You will also need to provide evidence of your English language proficiency. ITHEA will accept the following minimum English language test score:

English language provider test	Minimum test score	Minimum test score where combined with at least 10 weeks ELICOS	Minimum test score where combined with at least 20 weeks ELICOS
International English Language Testing System	5.5	5	4.5
*Test of English as a Foreign Language (TOEFL) paper based	527	500	450
TOEFL internet based test	46	35	32
Cambridge English: Advanced (Certificate in Advanced English)	162	154	147
Pearson Test of English Academic	42	36	30
Occupational English Test	Pass**	N/A	N/A

*The TOEFL paper based test will only be accepted from limited countries

**The Occupational English Test includes a mark between A and E. An A or B is considered a pass. The test must have been taken no more than two years before you apply for your student visa. ITHEA may also consider any English Language tests taken in Australia.

Pathways into the qualification: Preferred pathways for candidates considering this qualification include: BSB30115 Certificate III in Business or other relevant qualification/s OR 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.

Vocational or educational outcomes: Students can go into a range of employment or further study options, including BSB50215 Diploma of Business. Occupations may include Administrator, Executive Personal Assistant, Office Administrator, Project Officer, Sales Account Assistant, Sales Agent.

Job outlook: Please refer to the Australian Government Job Outlook site for job prospects for each of the occupations listed above.

Assessment: Assessment methods allow for the gathering of sufficient quality evidence about the student's performance. Methods used include question and answer, activities and projects.

Core Unit

Unit Code	Unit Descriptor
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements

Elective Units

Unit Code	Unit Descriptor
BSBCUS402	Address customer needs
BSBINN301	Promote innovation in a team environment
BSBITU306	Design and produce business documents
BSBITU401	Design and develop complex text documents
BSBMKG413	Promote products and services
BSBMGT402	Implement operational plan
BSBRES401	Analyse and present research information
BSBRISK401	Identify risk and apply risk management processes
BSBWRT401	Write complex documents

Course duration: 40 weeks full time including holidays and orientation

Enrolment fee: \$250 (non-refundable)

Materials fee: \$300

Course Tuition: \$7,300