

BSB40207 Certificate IV in Business (CRICOS Course Code 071447C) (Local and International Students)

Who Should Study this Course?

This course is for people desiring to use well developed business skills and apply their broad business knowledge in a wide variety of contexts.

Students will learn how to monitor a safe workplace, in addition to other competencies such as to provide customer service strategies, report on financial activity and implement continuous improvement processes. This course is a nationally recognised qualification.

On successful completion of this course, students can apply for a broad range of positions Australia wide and around the world.

The course is delivered at Unique International College's Granville campus, located in Sydney Australia, which is situated close to public transport and shops.

Career Opportunities

On completion of this qualification, students may be able to work as any of the job titles mentioned below in a broad range of industries.

- General clerk/payroll officer
- Office assistant/receptionist
- Customer service representative
- Administration officer/ operations officer

This course also provides a pathway to a range of Diploma level qualifications within the Business Services Training Package or other Training Packages.

Entry requirements

There are no previous training or employment requirements for this qualification.

Preferred pathways for candidates considering this qualification include:

- After achieving the BSB30107 Certificate III in Business or other relevant qualification/s
OR
- Providing evidence of competency in the majority of units required for the BSB30107 Certificate III in Business or other relevant qualification/s
OR
- With some vocational experience assisting in a range of environments providing administrative or operational support to individuals and/or teams but without formal business qualification

International students are expected to have a minimum english language standard and are required to have achieved an IELTS band score of 5.5 or above prior to enrolling in the qualification.

Depending on the student's country of origin, there may be additional English Language requirements that the student needs to meet to get a student visa. For more information, please check the Department of Immigration and Citizenship (DIAC) website: www.immi.gov.au/students

Accreditation

This course is a part of BSB07 Business Training Package. Unique International College is accredited by the NSW Vocational Education & Training Accreditation Board (VETAB) and the qualification will be issued upon successful completion of the course of study. This qualification is recognized under the Australian Qualification Framework (AQF).

Course Duration

The program is delivered over a period of 6 months, including holidays.

The program is organized into two stages; each stage is ten (10) weeks in duration.

Stage 1 (10 weeks)

- BSBCUS401A Coordinate implementation of customer service strategies
- BSBCUS403A Implement customer service standards
- BSBWOR402A Promote team effectiveness
- BSBHRM402A Recruit, select and induct staff
- BSBMGT402A Implement operational plan

Stage 2 (10 weeks)

- BSBRES401A Analyse and present research information
- BSBOHS407A Monitor a safe workplace
- BSBFIA402A Report on financial activity
- BSBMGT403A Implement continuous improvement
- BSBPMG510A Manage projects

Holidays

On completion of stage 1, students of this course are given a 2 weeks holiday.
 4 weeks holiday is reserved at the conclusion of the course for students to complete any outstanding assessment requirements.

Class Timetables

This course is run over three shifts depending on class availability and organisational requirements. This includes:

- Shift 1: Monday + Tuesday (8:00am – 4pm), Wednesday (8:00am – 1pm)
Or
- Shift 2: Monday to Thursday (4:30pm - 9:30pm)
Or
- Shift 3: Thursday + Friday (8:00am – 4pm), Saturday (8:00am – 1pm)

All classes are delivered for 20 contact hours per week

Please Note: Students will be advised of the timings of their scheduled classes prior to the enrolment being confirmed.

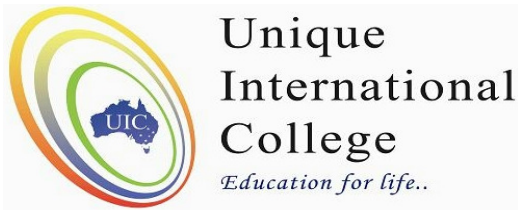
Enrolment

Unique International College runs four orientations each year (January, March, June and September). For enrolment into the course, and finalised orientation details, please contact:

Unique International College
 Level 1. 60 South St, Granville. NSW 2142
 Dial Country code +61
 Phone: 02 9637 2006
 Fax: 02 9637 2009
 Email: info@uniquecollege.com.au

Units of Competency

UNITS OF COMPETENCY			
Unit Code	Unit Name	Core	Elective
BSBOHS407A	Monitor a safe workplace	X	
BSBCUS401A	Coordinate implementation of customer service strategies		X
BSBCUS403A	Implement customer service standards		X
BSBWOR402A	Promote team effectiveness		X
BSBHRM402A	Recruit, select and induct staff		X
BSBMGT402A	Implement operational plan		X
BSBRES401A	Analyse and present research information		X
BSBFIA402A	Report on financial activity		X



Unique International College Pty Ltd
 NTIS Code: 91350
 CRICOS Provider Code: 02876J
 Tel: 02 9637 2006
 Fax: 02 9637 2009
 ABN: 27 120 557 851 ACN: 120 557 851
 www.uniquecollege.com.au info@uniquecollege.com.au
Level 1, 60 South Street Granville, 2142, NSW Australia

BSBMGT403A	Implement continuous improvement		X
BSBPMG510A	Manage projects		X

Equipment and Materials

All students will be provided with required equipment and materials including text books, which is part of the tuition fees.

Teaching Methods

The program is delivered at our college premises via face to face trainer led theory classes. Delivery of training is through the use of lectures, presentations by industry experts, group activities, pair work, demonstrations and class presentations.

Resources

Unique International College is fully equipped with a computer lab, where students have access to networked computers with internet access and the Microsoft Office 2003 package, as well as access to printers and photocopiers. Printing and photocopying is charged at 20 cents per page.

Unique International College training rooms are well equipped with modern audio-visual facilities, including TV's, VCR's and data projectors.

Uniform

Students are required to wear smart attire and inclosed shoes at all times while attending the college.

Assessment Methods

Assessment is summative (competency determined immediately after session delivery). Assessments may include, but are not limited to demonstrations, knowledge tests, interviews, presentations, projects and reports.

Recognition of Prior Learning (RPL)

Have you worked or studied in this field before? RPL allows you the opportunity to be recognised for skills experience and study that you may have already attained. To gain RPL you will need to contact the college for our RPL kit, which will guide you through the process of presenting your evidence. RPL will only be granted before the start of the course, or within the first two weeks of starting of the course.

RPL can be applied for by overseas students with the following conditions:

- You are still required to attend full-time study
- The duration of the course is reduced affecting your Confirmation of Enrolment with DIAC (Department of Immigration and Citizenship)

There is a fee for the RPL service which is detailed in the RPL kit.

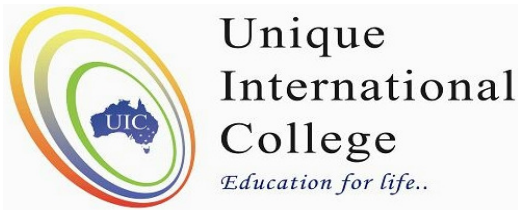
Students Fees

Tuition fee:	AUD \$3,425
Application Fee:	AUD \$250
TOTAL:	AUD \$3,425

Note: Student Fees are subject to change. Please review our website or contact the college prior to enrolment to ensure listed fees are correct.

Overseas Student Health Cover (OSHC):

All international students are required to pay Overseas Students Health Cover (OSHC). It is the student's responsibility to check the conditions of this health cover. UIC has arrangements with OSHC providers to assist students with obtaining OSHC, please inform your agent or our staff at the time of enrolment if you wish us to arrange OSHC for you. If you require cover before commencement of your course with UIC, you will be responsible for organising OSHC by yourself.



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Student support services

Language, Literacy and Numeracy (LL&N) support will be provided in all subjects as part of the normal tuition and assessment activities. The college will organize additional LL&N support if required on a fee-per-service basis.

For students who apply offshore, the college offers various other support services such as airport pick-up, accommodation, home stay, etc. This service will be provided on actual cost recovery basis. Please refer to the relevant information sheets for the same.

More detailed information on Student Services is also available in the Student Handbook.

Access and equity

The College is committed to integrating Access and Equity principles within all the services provided to clients in accordance with the Sex Discrimination Act 1984, Human Rights and Equal Opportunity Act 1986, Racial Discrimination Act 1975, NSW Anti-Discrimination Act and Disability Discrimination Act 1992. All our staff members recognize the rights of learners/clients and provide information, advice and support consistent with our mission statement, code of ethics and code of practice.

The college recognizes the diverse background of our learners from all over the world. Regardless of cultural, linguistic, nationality, gender, sexuality, religion, disability or age all students have the right to study in an environment that is free of discrimination and harassment. All learners equally have the right to be treated in a fair and considerate manner while studying at the college.

If at any time students feel that in any way the college is not abiding by this Code of Practice they can report their complaints or grievance to their trainer, Head Trainer or Chief Executive Officer.

Dispute Resolution

For details please refer to the College's website (<http://www.uniquecollege.com.au>) or student handbook.