

BSB40215 Certificate IV in Business

Get started on the path to a career in business with the BSB40215 Certificate IV in Business (CRICOS Code: 096667G), which is a nationally recognised qualification. This course provides you with the skills and knowledge to work in a wide variety of business roles. You'll learn how to organise meetings, manage priorities, develop team skills, understand marketing and develop your leadership skills, plus some other great business essentials.

Training is face-to-face, 20 hours per week in a classroom environment. Ten hours of self-study per week during term is recommended for revision and assessment preparation.

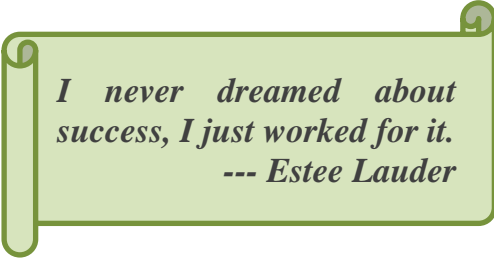
Sessions are trainer-led in group sizes of up to 30 participants. The training program is undertaken using a planned schedule in accordance with national standards.

The Course Facts

Duration: 40 weeks plus 12 weeks of breaks (One Year)

2020 Term Start Dates:

Term 1 - 13 January
Term 2 - 13 April
Term 3 - 13 July
Term 4 - 12 October



*I never dreamed about
success, I just worked for it.
--- Estee Lauder*

Delivery mode: 20 hrs of face-to-face per week.

Location:

Advocate Training, Level 4, 770 - 772 George St, Sydney, NSW 2000

Course Structure:

The course will be delivered in four terms over a one-year period.

2020 Term Dates are:

Term 1 - 13 January – 22 March 2020
Term 2 - 13 April – 21 June 2020
Term 3 - 13 July – 20 September 2020
Term 4 - 12 October – 20 December 2020

The following identifies each term and the units of competency to be delivered:

Term 1

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

BSBADM405 Organise meetings

BSBCUS403 Implement customer service standards

Term 2

BSBLDR401 Communicate effectively as a workplace leader

BSBWOR404 Develop work priorities

Term 3

BSBMKG414 Undertake marketing activities

BSBMKG413 Promote products and services

BSBMGT401 Show leadership in the workplace

Term 4

BSBLED401 Develop teams and individuals

BSBINN301 Promote innovation in a team environment

Course fees

Enrollment Fee (not refundable)	AUD 200
Tuition Fee	AUD 9,000
Total	AUD 9,200

Two payments are required. First term fee (AUD) \$4,700 and second payment due term three (AUD) \$4,500

Payment schedule

Term One – AUD 4,700

Term Three – AUD 4,500

All term payments must be paid in full, in advance of the term commencing in order to maintain a valid enrolment.

**** Please be noted that Advocate Training offers Special Course Fee for the year 2020 as promotion for international students, and flexible payment plans with instalments.***

Entry Requirements:

- Be over the age of 18
- Demonstrate good command of written and spoken English
- Verified evidence of IELTS Level 5.5 or equivalent
- Provide your own Laptop and/or tablet
- Have completed an equivalent secondary schooling level of a High School Certificate or can demonstrate suitable work experience.

Meet the following Student Visa subclass 500 Vocational Education & Training requirements;

- Be of good character
- Be of sound health
- Have acceptable health insurance through the Overseas Student Health Cover (OSHC) for yourself and any members of your family unit accompanying you to Australia
- Have no outstanding debts to the Commonwealth of Australia
- Demonstrate the capacity to meet basic living costs requirements set by the Australian Government

Application Process

To enrol into a course as an overseas student at Advocate Training, applicants must complete an Advocate Training International Student Application Form.

The form should be completed in full and submitted by person or email to Admissions Team: info@advocate.edu.au

The application for enrolment must be accompanied by:

- Evidence of English proficiency
- Evidence of a High School Certificate or equivalent secondary school completion document

When we receive your application, our Admissions Team will review it for completeness. When the application for enrolment is complete you will be issued a Letter of Offer, an invoice for initial payment of fees and provided with a Student Written Agreement for your review.

Once you accept the offer you are required to return the student written agreement with the initial payment of fees, English proficiency and education proof.

Upon approval of your application, an electronic confirmation of enrolment (eCoe) will be generated and forwarded to Department of Home Affairs and yourself at the email address provided on your application.

It is the applicant's responsibility to apply for a student visa. If your application is not complete, the Admissions Team will contact you.

Making a student visa application

Complete the online application through the DHA's ImmiAccount and pay the application fee.

Include evidence of your intended course of study. This can be a Confirmation of Enrolment (CoE) or, for applicants already inside Australia, a Letter of Offer from your education institution along with other required documents from DHA.

Successful Student Visa

If your student visa application is approved, you should contact Advocate Training and provide evidence of approval. Advocate Training will contact you to confirm your timetable, start date and all other arrangements for your study with us.

Unsuccessful Student Visa

If your student visa application is NOT approved, you must advise us and apply in writing for a refund of student fees, in accordance with our Fee Refund Policy.

For further information please contact:

Advocate Training Admissions on:

E-mail: info@advocate.edu.au

Phone: +61 2 8366 0960

Please refer to the website and the International Student Handbook for further details