



mcie

“It's never too late
To be what you
might have been”

George Elliot

The Certificate IV in Business will help you become a business professional. You will gain valuable administration and communication skills, and learn about marketing and finances, and how to work with others.

With a focus on blended learning, delivery is in a classroom setting but also challenges you with directed research.

This course is a great pathway to other MCIE courses including the Diploma of Social Media Marketing and the Diploma of Leadership and Management.

The skills gained in this qualification can lead to work a Project Officer, Business Administrator, Clerical Worker.

BSB40215

Certificate IV
in Business

CRICOS Provider no: 03024A
RTO Provider no: 22172

Learn from one of Melbourne's
leading **Business** training
institutions

Level 9, 250 Collins Street,
Melbourne VIC 3000

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BSB40215

Certificate IV in Business

National Code	BSB40215
CRICOS Code	093954B
Duration	26 weeks
Holidays	6 weeks
Contact Hours	20 hrs per week
Tuition Fee	\$4,250
Resources Fee	\$250
Administration Fee	\$200

Academic requirements

- completion of secondary school equivalent of Australian Year 11 or higher

English language proficiency requirements

- IELTS band score of 5.5 or equivalent internationally recognised exam result in line with DHA regulations or
- satisfactory completion of ELICOS at Upper Intermediate level from a NEAS endorsed English Training Centre or
- other tests such as PTE, TOEFL and OET are also considered equivalent for direct entry into MCIE VET courses
- completion of secondary studies equivalent to, or higher than an Australian Year 11 qualification from an English-speaking country or
- completion of MCIE English Placement Test with an overall score of 5.5 or above

Other entry requirements

Regulatory: A current valid passport and a valid study visa that covers the duration of study for the course. **Age at Commencement:** MCIE will not accept overseas students who would be under 18 years of age at the time of proposed commencement.

Course delivery

Training is delivered face-to-face by qualified trainers and students are required to attend each scheduled class. The trainer will moderate the learning pace, method and sequence appropriate to student learning needs. Learning methods will vary and can include case studies, project based learning, multimedia presentations and instruction, group discussion; and on-line discussions and participation using social media groups.

Course assessment

Assessment tasks and strategies cover a wide range of methods and may include the creation of specific written documents, projects or reports, formal questions (multiple choice, short and long answer), practical demonstrations, small or large group tasks, oral presentations, problem-solving tasks, and case studies. (Broadly classroom assessments have two or three assessment tasks for each unit of competency). Students are provided with task assessment instructions including the task due date.

Credit transfer and RPL

Applicants may be granted Recognition of Prior Learning (RPL) or Credit Transfer (CT), if they are able to demonstrate that they have achieved through work or life experience, or similar study at another institution, the required skills and knowledge equivalent to the unit for which they seek credit. Applicants should apply for CT or RPL at the time of enrolment and should submit the CT/RPL application along with original supporting documents to Student Admissions.

Where RPL is being sought, the applicant must submit all relevant evidence of work/life experience and where learning has occurred.

A CT application must be accompanied by Nationally Recognised certificates with detailed Statements of Result or Statements of Attainment listing units which have been successfully completed. Details provided should include unit codes and titles, and dates of completion.

Core units

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

Elective units*

BSBSMB421 Manage small business finances

BSBCMM401 Make a presentation

BSBMKG413 Promote products and services

BSBCUS402 Address customer needs

BSBMKG414 Undertake marketing activities

BSBRES401 Analyse and present research information

BSBRESL401 Establish networks

BSBWOR404 Develop work priorities

BSBLED401 Develop teams and individuals

Pre-requisite

There are no pre-requisites for this qualification.

** Elective units may be subject to change please check our website for upto date information.*

Required equipment

We recommend that students have access to a laptop or tablet with Windows 8, a 2Ghz processor (both recommended) and the MS Office suite, programs installed.