



**BSB40215 - Certificate IV in**  
**BUSINESS**



# BSB40215 – Certificate IV in Business



## COURSE DESCRIPTION

BSB40215 - Certificate IV in Business concentrates on developing the skills required to effectively manage people in the workplace.

## QUALIFICATIONS

Students successfully completing the course will receive the BSB40215 - Certificate IV in Business.

## JOB PROSPECTS

Graduates of the BSB40215 - Certificate IV in Business course will be able to seek employment in the following areas:

- + Administrator
- + Project Officer

## SELECTION CRITERIA

Assessment of previous training/experience, if relevant, will be made as part of the application process.

KIM will review each students' previous qualifications and/or skills and knowledge during the enrolment process to ensure that all students possess the characteristics to achieve the required rigor and depth of training and can meet all of the competency requirements in the current course timeframe.

## DURATION

The course is provided through a face to face delivery mode with a period of self-study and work-based training required and assessments are conducted using written and practical assessment methods. While the course duration may vary from student to student, it is suggested that this course will be delivered and assessed over a 56 weeks period with students completing 48 weeks face-to-face training at Kingdom Institute of Management and 8 weeks in the workplace. Students would be required to return to Kingdom Institute of Management for 1 week after the completion of work-based training to finalize all course requirements (included in the previously stated 40 weeks). Kingdom Institute of Management trainers and assessors will regularly visit and communicate with students in their workplace to confirm their progress is satisfactory.

## DELIVERY LOCATION

This qualification will be delivered at Subiaco. It will be partially delivered on location of employment as part of a work-based training arrangement.

## COURSE FEE

+ Tuition Fees:	AUD\$ 12600
+ Application Fees (Non - Refundable)	AUD\$ 250
+ Material and Resource Fee	AUD\$ 250

## COURSE ENTRY REQUIREMENTS

International Students wishing to study at Kingdom Institute of Management are required to satisfy minimum International Language English test requirements and provide evidence of the English test result as a part of the Enrolment process.

KIM accepts the results from International Language Test Scores levels for the following English Testing Standards (IELTS), PTE Academic English or the Test of English as a Foreign Language (TOEFL) as below:

IELTS (Academic English) Overall band score of 5.5	TOEFL (Paper Based) 527
TOEFL (Internet Based) 46	PTE (Academic) 42

Student Applicants whose English results falls below the required score will need to meet the following requirements:

- + IELTS band score of 5.5 (Academic or general version) or equivalent internationally recognized exam result in line with DIBP regulations or
- + IELTS band score of 5.0 (Academic or general version) then Satisfactory completion of ELICOS or ESL up to 20 weeks or
- + Completed secondary studies equivalent to an Australian Year 12 qualification from an English – Language speaking country.
- + Completed GE course to a satisfactory level.

KIM staff will provide general guidance concerning the options of students who do not meet the required test score levels.

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Unit Selection	Unit Code	Unit Title
Core	BSBCUS402B	Address customer needs
Core	BSBMKG413A	Promote products and services
Core	BSBREL401A	Establish networks
Core	BSBADM405B	Organize meetings
Core	BSBADM409A	Coordinate business resources
Elective	BSBCUS401B	Coordinate implementation of customer service strategies
Elective	BSBCUS403B	Implement customer service standards
Elective	BSBITU401A	Design and develop complex text documents
Elective	BSBITU402A	Develop and use complex spreadsheets