



Australian College
Empowering Everyone



Course Brochure

Business

www.australiancollege.edu.au

Why should you choose to study with Australian College?



✓ Flexible Learning

- Self paced
- Access your training wherever and whenever suits your lifestyle

✓ Unparalleled Support

- Full access to your virtual campus 24/7
- Unlimited trainer, assessor and student services support throughout your studies

✓ Payment Plans To Suit You

- Flexible, cost-effective, interest free, payment options
- Price-match opportunity available

✓ More Opportunities For You

- Thousands of our students have already graduated with nationally recognised qualifications
- Begin an exciting career with some of the best-known companies in Australia or Internationally
- Own and operate your own business
- Up skill and climb the corporate ladder
- Learn something different and take your hobby to the next level

Join our graduates enjoying successful, exciting careers across many industries.

Our Courses


Use our key to help you identify where you're at and which course would be suitable for you.

Certificate level	Description
Certificate II	VET education for high school students.
Certificate III	First job or entry into the workforce.
Certificate IV	Already employed in an entry level job and looking to expand your knowledge, move up the corporate ladder.
Diploma	Already working and looking to move into a frontline management role, more senior position, or area of specialisation.

Accredited Courses

BSB20120 Certificate II in Workplace Skills

COURSE SUMMARY

Course Code:	BSB20120	Flexible duration:	Up to 12 months
Qualification gained:	Certificate II in Workplace Skills	Study load:	Self-paced
Training Package:	BSB Business Services Training Package	Start date:	Start anytime
Nationally recognised:			

Weekly Duration: A minimum of 20hrs/week of structured learning and 8-10 hrs of assessment preparation is recommended for each unit of competency.

Delivery Methods: This course is delivered using an asynchronous study methodology, utilising mainly online delivery (eLearning) of training materials supported with emails and phone calls with the trainer and assessor, on request.

Delivery mode: Self-paced completed online in your own time, at your own pace. We provide our students ongoing support throughout the course duration via telephone, emails.

Assessment method: Knowledge/Theory-based Short Answer Questions, Projects, Practical activities and observations.
Please note that practical demonstrations and roleplays will have to be video recorded and submitted via Australian College LMS or e-Campus.

Course units:	BSBCMM211 Apply communication skills	Core
	BSBOPS201 Work effectively in business environments	Core
	BSBPEF202 Plan and apply time management	Core
	BSBSUS211 Participate in sustainable work practices	Core
	BSBWHS211 Contribute to the health and safety of self and others	Core
	BSBPEF201 Support personal well-being in the workplace	Elective
	BSBFIN301 Process financial transactions	Elective
	BSBOPS202 Engage with customers	Elective
	BSBPEF101 Plan and prepare for work readiness	Elective
	SIRXPDK001 Advise on products and services	Elective

Note: All of the above listed units of competency must be completed to receive the BSB20120 Certificate II in Workplace Skills full qualification

Course Completion: This qualification consists of 10 units (5 core units and 5 elective units). Students obtaining a 'competent' result for all units of competency will achieve the BSB20120 Certificate II in Workplace Skills certificate. A Statement of Attainment will be issued to students who complete less than the required units for the full qualification.

*Note: Australian College does not guarantee successful completion of the course nor guarantees a particular employment outcome on completion of the qualification.

Career opportunities: Entry level employee in a business environment in various sectors such as retail, business, warehousing.

COURSE DESCRIPTION/SUMMARY

This qualification reflects the role of individuals in a variety of entry-level Business Services job roles.

This qualification also reflects the role of individuals who have not yet entered the workforce, and are developing the necessary skills in preparation for work.

COURSE DESCRIPTION/SUMMARY

These individuals carry out a range of basic procedural, clerical, administrative or operational tasks that require self-management and technology skills. They perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context. Individuals in these roles generally work under direct supervision

WORK PLACEMENT (Experience)

This qualification does not require mandatory work placement. However, Australian College recommends students to have access to a real office work environment for them to practice and complete assessment tasks using specific software and equipment.

ENTRY REQUIREMENTS

The training package does not stipulate any mandatory entry requirements for the qualification delivered by this course. However, Australian College has certain admission criteria for this course. Prospective students must:

- be a minimum of 15 years old to be able to work and practice in a business environment;
- provide parent/legal guardian consent, if students are under the age of 18 years at the time of enrolment;
- obtain and provide their Unique Student Identifier (USI) and provide it to Australian College;
- complete the pre-enrolment process including the pre-enrolment Language, Literacy and Numeracy test;
- agree to comply with Australian College policies and procedures as published on the website and outlined in the Student Handbook;

Students must have access to and be able to operate:

- An internet-enabled PC/Laptop or similar running a current operating system (E.g Windows 10 or Mac OSX)
 - An audio/video recording device (such as a mobile phone) for the purpose of preparing audio/video assessment recordings
 - Microsoft Office (or compatible software)
 - Current web browser (e.g., Chrome)
 - Adobe Acrobat Reader or another PDF document viewer
 - Valid email address
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QUALIFICATION PATHWAYS

On successful completion of this qualification, students may choose to undertake further studies in a qualification of their choice building further on a potential career for the future. Below are listed some Certificate III level qualifications that students may choose to continue their studies:

- BSB30120 Certificate III in Business (various specialisations)
- SIR30216 Certificate III in Retail
- TLI30321 Certificate III in Supply Chain Operations (Warehousing Operations)

TARGET GROUP

Prospective students would see this course as an opportunity to gain skills and knowledge to get them ready for a job role in a business environment, in areas of clerical, administrative or operational work at entry level. It may be a requirement to attain a position or a request from and supported by their employer. For some prospective students, undertaking this course may also be at their own initiative, aligning with their personal objectives.

Prospective students may be:

- Potential students who want to develop skills and knowledge to gain employment within a business environment in a human resources management role ;
- Mature aged workers who want to upskill and improve their employment opportunities within a business environment

BSB30120 Certificate III in Business

COURSE SUMMARY

Course Code:	BSB30120	Flexible duration:	Up to 15 months
Qualification gained:	Certificate III in Business	Study load:	Self-paced
Training Package:	BSB Business Services Training Package	Start date:	Start anytime

Nationally recognised:



Weekly Duration:

A minimum of 20hrs/week of structured learning and 8-10 hrs of assessment preparation is recommended for each unit of competency.

Delivery Methods:

This course is delivered using an asynchronous study methodology, utilising mainly online delivery (eLearning) of training materials supported with emails and phone calls with the trainer and assessor, on request.

Delivery mode:

Self-paced completed online in your own time, at your own pace. We provide our students ongoing support throughout the course duration via telephone, emails.

Assessment method:

Knowledge/Theory-based Short Answer Questions, Case-Studies, Roleplays, Projects, Practical activities and observations and Third Party Reports.

Please note that practical demonstrations and roleplays will have to be video recorded and submitted via Australian College LMS or e-Campus.

Course units:

BSBCRT311 Apply critical thinking skills in a team environment	Core
BSBPEF201 Support personal wellbeing in the workplace	Core
BSBSUS211 Participate in sustainable work practices	Core
BSBTWK301 Use inclusive work practices	Core
BSBWHS311 Assist with maintaining workplace safety	Core
BSBXCM301 Engage in workplace communication	Core
BSBTEC301 Design and produce business documents	Elective
BSBTEC302 Design and produce spreadsheets	Elective
BSBPEF301 Organise personal work priorities	Elective
SIRXMKT001 Support marketing and promotional activities	Elective
SIRXPK001 Advise on products and services	Elective
BSBFIN301 Process financial transactions	Elective
BSBINS309 Maintain business records	Elective

Note: All of the above listed units of competency must be completed to receive the BSB30120 Certificate III in Business full qualification. Students must select their specialisation units at the time of enrolment

BSB30120 Certificate III in Business (Business Administration)

COURSE SUMMARY

Course Code:

BSB30120

Flexible duration:

Up to 15 months

Qualification gained:

Certificate III in Business (Business Administration)

Study load:

Self-paced

Training Package:

BSB Business Services Training Package

Start date:

Start anytime

Nationally recognised:



Weekly Duration:

A minimum of 20hrs/week of structured learning and 8-10 hrs of assessment preparation is recommended for each unit of competency.

Delivery Methods:

This course is delivered using an asynchronous study methodology, utilising mainly online delivery (eLearning) of training materials supported with emails and phone calls with the trainer and assessor, on request.

Delivery mode:

Self-paced completed online in your own time, at your own pace. We provide our students ongoing support throughout the course duration via telephone, emails.

Assessment method:

Knowledge/Theory-based Short Answer Questions, Case-Studies, Roleplays, Projects, Practical activities and observations and Third Party Reports.

*Note: Practical demonstrations and roleplays will have to be video recorded and submitted via Australian College LMS or e-Campus.


Course Units:

BSBCRT311 Apply critical thinking skills in a team environment	Core
BSBPEF201 Support personal well-being in the workplace	Core
BSBSUS211 Participate in sustainable work practices	Core
BSBTWK301 Use inclusive work practices	Core
BSBWHS311 Assist with maintaining workplace safety	Core
BSBXCM301 Engage in workplace communication	Core
BSBTEC301 Design and produce business documents	Elective
BSBTEC302 Design and produce spreadsheets	Elective
BSBPEF301 Organise personal work priorities	Elective
BSBFIN301 Process financial transactions	Elective
BSBOPS303 Organise schedules	Elective
BSBOPS301 Maintain business resources	Elective
BSBPUR301 Purchase goods and services	Elective

Note: All of the above listed units of competency must be completed to receive the BSB30120 Certificate III in Business (Administration) full qualification. Students must select their specialisation units at the time of enrolment

BSB30120 Certificate III in Business (Customer Engagement)

COURSE SUMMARY

Course Code:	BSB30120	Flexible duration:	Up to 15 months
Qualification gained:	Certificate III in Business (Customer Engagement)	Study load:	Self-paced
Training Package:	BSB Business Services Training Package	Start date:	Start anytime
Nationally recognised:			

Weekly Duration: A minimum of 20hrs/week of structured learning and 8-10 hrs of assessment preparation is recommended for each unit of competency.

Delivery Methods: This course is delivered using an asynchronous study methodology, utilising mainly online delivery (eLearning) of training materials supported with emails and phone calls with the trainer and assessor, on request.

Delivery mode: Self-paced completed online in your own time, at your own pace. We provide our students ongoing support throughout the course duration via telephone, emails.

Assessment method: Knowledge/Theory-based Short Answer Questions, Case-Studies, Roleplays, Projects, Practical activities and observations and Third Party Reports.


*Note: Practical demonstrations and roleplays will have to be video recorded and submitted via Australian College LMS or e-Campus.

Course units:	BSBCRT311 Apply critical thinking skills in a team environment	Core
	BSBPEF201 Support personal well-being in the workplace	Core
	BSBSUS211 Participate in sustainable work practices	Core
	BSBTWK301 Use inclusive work practices	Core
	BSBWHS311 Assist with maintaining workplace safety	Core
	BSBXCM301 Engage in workplace communication	Core
	BSBTEC301 Design and produce business documents	Elective
	BSBTEC302 Design and produce spreadsheets	Elective
	BSBPEF301 Organise personal work priorities	Elective
	SIRXPK001 Advise on products and services	Elective
	BSBOPS304 Deliver and monitor a service to customers	Elective
	SIRXCEG005 Maintain business-to-business relationships	Elective
	SIRXCEG002 Assist with customer difficulties	Elective

Note: All of the above listed units of competency must be completed to receive the BSB30120 Certificate III in Business (Customer Engagement) full qualification. Students must select their specialisation units at the time of enrolment.

BSB30120 Certificate III in Business (Records and Information Management)

COURSE SUMMARY

Course Code:	BSB30120	Flexible duration:	Up to 15 months
Qualification gained:	Certificate III in Business (Records and Information Management)	Study load:	Self-paced
Training Package:	BSB Business Services Training Package	Start date:	Start anytime
Nationally recognised:			

Weekly Duration: A minimum of 20hrs/week of structured learning and 8-10 hrs of assessment preparation is recommended for each unit of competency.

Delivery Methods: This course is delivered using an asynchronous study methodology, utilising mainly online delivery (eLearning) of training materials supported with emails and phone calls with the trainer and assessor, on request.

Delivery mode: Self-paced completed online in your own time, at your own pace. We provide our students ongoing support throughout the course duration via telephone, emails.

Assessment method: Knowledge/Theory-based Short Answer Questions, Case-Studies, Roleplays, Projects, Practical activities and observations and Third Party Reports.

*Note: Practical demonstrations and roleplays will have to be video recorded and submitted via Australian College LMS or e-Campus.

Course units:	BSBCRT311 Apply critical thinking skills in a team environment	Core
	BSBPEF201 Support personal well-being in the workplace	Core
	BSBSUS211 Participate in sustainable work practices	Core
	BSBTWK301 Use inclusive work practices	Core
	BSBWHS311 Assist with maintaining workplace safety	Core
	BSBXCM301 Engage in workplace communication	Core

Course units:	BSBTEC301 Design and produce business documents	Elective
	BSBTEC302 Design and produce spreadsheets	Elective
	BSBPEF301 Organise personal work priorities	Elective
	BSBINS309 Maintain business records	Elective
	BSBINS308 Control records	Elective
	BSBINS302 Organise workplace information	Elective
	BSBINS307 Retrieve information from records	Elective

Note: All of the above listed units of competency must be completed to receive the BSB30120 Certificate III in Business (Records and Information Management) full qualification. Students must select their specialisation units at the time of enrolment

Course Completion: This qualification consists of 13 units (6 core units and 7 elective units). Students obtaining a 'competent' result for all units of competency will achieve the BSB30120 Certificate III in Business certificate. A Statement of Attainment will be issued to students who complete less than the required units for the full qualification.

*Note: Australian College does not guarantee successful completion of the course nor guarantees a particular employment outcome on completion of the qualification.

Career opportunities: Accounts clerk, administration officer, administrative assistant, customer service representative, data entry clerk, office assistant, receptionist, records clerk.

COURSE DESCRIPTION/SUMMARY

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have supervisory performance accountabilities.

Individuals in these roles carry out a range of routine procedural, clerical, administrative or operational tasks that require technology and business skills. They apply a broad range of competencies using some discretion, judgement and relevant theoretical knowledge. They may provide technical advice and support to a team.

WORK PLACEMENT (Experience)

This qualification does not require mandatory work placement. However, Australian College recommends students to have access to a real office work environment for them to practice and complete assessment tasks using specific software and equipment.

ENTRY REQUIREMENTS

The training package does not stipulate any mandatory entry requirements for the qualification delivered by this course. However, Australian College has certain admission criteria for this course. Prospective students must:

- be a minimum of 15 years old to be able to work and practice in a business environment;
- provide parent/legal guardian consent, if students are under the age of 18 years at the time of enrolment;
- obtain and provide their Unique Student Identifier (USI) and provide it to Australian College;
- complete the pre-enrolment process including the pre-enrolment Language, Literacy and Numeracy test;
- agree to comply with Australian College policies and procedures as published on the website and outlined in the Student Handbook;

Students must have access to and be able to operate:

- An internet-enabled PC/Laptop or similar running a current operating system (E.g Windows 10 or Mac OSX)
- An audio/video recording device (such as a mobile phone) for the purpose of preparing audio/video assessment recordings
- Microsoft Office (or compatible software)
- Current web browser (e.g., Chrome)
- Adobe Acrobat Reader or another PDF document viewer
- Valid email address

QUALIFICATION PATHWAYS

On successful completion of this qualification, students may choose to undertake further studies in a qualifications of their choice building further on a potential career for the future. Below are listed some Certificate IV and Diploma level qualifications that students may choose to continue their studies:

- BSB40120 Certificate IV in Business
- BSB40320 Certificate IV in Entrepreneurship and New Business
- BSB40420 Certificate IV in Human Resource Management
- BSB40820 Certificate IV in Marketing and Communication
- BSB50120 Diploma of Business

TARGET GROUP


Prospective students would see this course as a stepping-stone in their career development, regardless of their current role. It may be a job requirement or a request from and supported by their employer. For some prospective students, undertaking this course may also be at their own initiative, aligning with their personal or professional career objectives.

Prospective students may be:

- potential students who want to develop skills and knowledge to gain employment in a business environment;
- employees who have previously worked in this area but don't have formal recognised qualifications;
- mature aged workers who want to upskill and improve their employment opportunities

SIR30216 Certificate III in Retail

COURSE SUMMARY

Course Code:	SIR30216	Flexible duration:	Up to 15 months
Qualification gained:	Certificate III in Retail	Study load:	Self-paced
Training Package:	SIR Retail Services Training Package	Start date:	Start anytime
Nationally recognised:			
Weekly Duration:	A minimum of 20hrs/week of structured learning and 8-10 hrs of assessment preparation is recommended for each unit of competency.		
Delivery Methods:	This course is delivered using an asynchronous study methodology, utilising mainly online delivery (eLearning) of training materials supported with emails and phone calls with the trainer and assessor, on request.		
Delivery mode:	Self-paced completed online in your own time, at your own pace. We provide our students ongoing support throughout the course duration via telephone, emails. It is recommended that students have access to a real retail work environment to be able to practice their skills while learning and completing assessment tasks which may require retail specific software and equipment. <small>*Note: It is the Student's responsibility to organise their own work placement for the course. Please contact us for more information.</small>		
Assessment method:	Knowledge/Theory-based Short Answer Questions, Case-Studies, Projects, Roleplays, Practical activities and observations and Third Party Reports. <small>*Note: Direct observations will be organised at a time convenient for all parties (ie. Student, Workplace Supervisor and Assessor) and are conducted by the RTO Assessor virtually (online).</small>		
Course units:	SIRXCEG001 Engage the customer	Core	
	SIRXCEG002 Assist with customer difficulties	Core	
	SIRXCEG003 Build customer relationships and loyalty	Core	
	SIRXCOM002 Work effectively in a team	Core	
	SIRXIND001 Work effectively in a service environment	Core	
	SIRXRSK001 Identify and respond to security risks	Core	
	SIRXSL001 Sell to the retail customer	Core	
	SIRXWHS002 Contribute to workplace health and safety	Core	
	SIRRINV001 Receive and handle retail stock	Elective	
	SIRXMK001 Support marketing and promotional activities	Elective	
	SIRWLS002 Analyse and achieve sales targets	Elective	
	SIRXIND002 Organise and maintain the store environment	Elective	
	SIRXIND005 Develop personal productivity	Elective	
	<small>Note: All the above listed units of competency must be completed to receive the SIR30216 Certificate III in Retail full qualification.</small>		
Course Completion:	This qualification consists of 13 units (8 core units and 5 elective units). Students obtaining a 'competent' result for all units of competency will achieve the SIR30216 Certificate III in Retail certificate. A Statement of Attainment will be issued to students who complete less than the required units for the full qualification. <small>*Note: Australian College does not guarantee successful completion of the course nor guarantees a particular employment outcome on completion of the qualification.</small>		
Career opportunities:	Sales team leader (retail), customer service representative, cashier, sales assistant, retail assistant, frontline sales assistant, shop assistant, retail supervisor, team leader and senior sales assistant		

COURSE DESCRIPTION/SUMMARY

This qualification reflects the role of individuals who have the primary responsibility of engaging the customer, maintaining daily store operations and delivering on organisational expectations. They have sound knowledge of product and service offerings. These individuals possess a range of well-developed skills where discretion and judgement is required. They work with some independence under limited supervision. Some individuals working at this level are responsible for supervising other team members and monitoring day-to-day workplace operations.

COURSE DESCRIPTION/SUMMARY

The qualification provides a pathway to work in a diverse range of retail settings including specialty retailers, supermarkets, department stores and quick service restaurants.

Individuals with this qualification are able to perform roles such as frontline sales assistant, customer service representative, shop assistant, retail supervisor, team leader and senior sales assistant.

WORK PLACEMENT* (Experience)

This qualification does not require mandatory work placement. Australian College recommends students to have access to a real retail work environment for them to practice and complete assessment tasks using specific software and equipment.

ENTRY REQUIREMENTS

The training package does not stipulate any mandatory entry requirements for the qualification delivered by this course. However, Australian College has certain admission criteria for this course. Prospective students must:

- be a minimum of 15 years old to be able to work and practice in a business environment;
- provide parent/legal guardian consent, if students are under the age of 18 years at the time of enrolment;
- obtain and provide their Unique Student Identifier (USI) and provide it to Australian College;
- complete the pre-enrolment process including the pre-enrolment Language, Literacy and Numeracy test;
- agree to comply with Australian College policies and procedures as published on the website and outlined in the Student Handbook;

Students must have access to and be able to operate:

- An internet-enabled PC/Laptop or similar running a current operating system (E.g Windows 10 or Mac OSX)
- An audio/video recording device (such as a mobile phone) for the purpose of preparing audio/video assessment recordings
- Microsoft Office (or compatible software)
- Current web browser (e.g., Chrome)
- Adobe Acrobat Reader or another PDF document viewer
- Valid email address

QUALIFICATION PATHWAYS

On successful completion of this qualification, students may choose to undertake further studies in a qualification of their choice building further on a potential career for the future. Listed below are qualifications that students may choose to continue their studies:

- SIR40316 Certificate IV in Retail Management
- BSB40120 Certificate IV in Business
- BSB40320 Certificate IV in Entrepreneurship and New Business
- BSB40820 Certificate IV in Marketing and Communication

TARGET GROUP

Prospective students would see this course as a stepping-stone in their career development, regardless of their current role. It may be a job requirement or a request from and supported by their employer. For some prospective students, undertaking this course may also be at their own initiative, aligning with their personal or professional career objectives.

Prospective students may be:

- Potential students who want to develop skills and knowledge to be able to work and build on a career within the Australian retail sector;
- Employees who have previously worked in this area but don't have formal recognised qualifications;
- Mature aged workers who want to upskill and improve their employment opportunities

BSB40120 Certificate IV in Business

COURSE SUMMARY

Course Code: BSB40120
Qualification gained: Certificate IV in Business
Training Package: BSB Business Services Training Package
Nationally recognised:




Flexible duration: Up to 15 months
Study load: Self-paced
Start date: Start anytime

Weekly Duration: A minimum of 20hrs/week of structured learning and 8-10 hrs of assessment preparation is recommended for each unit of competency.

Delivery Methods:	This course is delivered using an asynchronous study methodology, utilising mainly online delivery (eLearning) of training materials supported with emails and phone calls with the trainer and assessor, on request.	
Delivery mode:	Self-paced completed online in your own time, at your own pace. We provide our students ongoing support throughout the course duration via telephone, emails.	
Assessment method:	Knowledge/Theory-based Short Answer Questions, Case-Studies, Role Plays, Projects, Practical activities and observations and Third Party Reports. <small>Please note that practical demonstrations and roleplays will have to be video recorded and submitted via Australian College LMS or e-Campus.</small>	
Course units:	BSBCRT411 Apply critical thinking to work practices BSBTEC404 Use digital technologies to collaborate in a work environment BSBTWK401 Build and maintain business relationships BSBWHS411 Implement and monitor WHS policies, procedures and programs BSBWRT411 Write complex documents BSBXCM401 Apply communication strategies in the workplace BSBPEF401 Manage personal health and wellbeing BSBPEF402 Develop personal work priorities BSBFIN301 Process financial transactions BSBHRM415 Coordinate recruitment and onboarding BSBSTR401 Promote innovation in team environments BSBOPS405 Organise business meetings	Core Core Core Core Core Core Elective Elective Elective Elective Elective Elective
	<small>Note: All of the above listed units of competency must be completed to receive the BSB40120 Certificate IV in Business full qualification. Students must select their specialisation units at the time of enrolment</small>	

BSB40120 Certificate IV in Business (Business Administration)

COURSE SUMMARY

Course Code:	BSB40120	Flexible duration:	Up to 15 months
Qualification gained:	Certificate IV in Business (Business Administration)	Study load:	Self-paced
Training Package:	BSB Business Services Training Package	Start date:	Start anytime
Nationally recognised:			

Weekly Duration: A minimum of 20hrs/week of structured learning and 8-10 hrs of assessment preparation is recommended for each unit of competency.

Delivery Methods: This course is delivered using an asynchronous study methodology, utilising mainly online delivery (eLearning) of training materials supported with emails and phone calls with the trainer and assessor, on request.

Delivery mode: Self-paced completed online in your own time, at your own pace. We provide our students ongoing support throughout the course duration via telephone, emails.

Assessment method: Knowledge/Theory-based Short Answer Questions, Case-Studies, Role Plays, Projects, Practical activities and observations and Third Party Reports.

Please note that practical demonstrations and roleplays will have to be video recorded and submitted via Australian College LMS or e-Campus.


Course units:	BSBCRT411 Apply critical thinking to work practices BSBTEC404 Use digital technologies to collaborate in a work environment BSBTWK401 Build and maintain business relationships BSBWHS411 Implement and monitor WHS policies, procedures and programs BSBWRT411 Write complex documents BSBXCM401 Apply communication strategies in the workplace BSBPEF401 Manage personal health and wellbeing BSBPEF402 Develop personal work priorities BSBOPS405 Organise business meetings BSBOPS401 Coordinate business resources BSBHRM417 Support human resources functions and processes BSBPMG430 Undertake project work	Core Core Core Core Core Core Elective Elective Elective Elective Elective Elective
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Note: All of the above listed units of competency must be completed to receive the BSB40120 Certificate IV in Business full qualification. Students must select their specialisation units at the time of enrolment

BSB40120 Certificate IV in Business (Financial Administration)


COURSE SUMMARY

Course Code:	BSB40120	Flexible duration:	Up to 15 months
Qualification gained:	Certificate IV in Business (Financial Administration)	Study load:	Self-paced

Training Package:	BSB Business Services Training Package	Start date:	Start anytime
Nationally recognised:			
Weekly Duration:	A minimum of 20hrs/week of structured learning and 8-10 hrs of assessment preparation is recommended for each unit of competency.		
Delivery Methods:	This course is delivered using an asynchronous study methodology, utilising mainly online delivery (eLearning) of training materials supported with emails and phone calls with the trainer and assessor, on request.		
Delivery mode:	Self-paced completed online in your own time, at your own pace. We provide our students ongoing support throughout the course duration via telephone, emails.		
Assessment method:	Knowledge/Theory-based Short Answer Questions, Case-Studies, Role Plays, Projects, Practical activities and observations and Third Party Reports. <small>Please note that practical demonstrations and roleplays will have to be video recorded and submitted via Australian College LMS or e-Campus.</small>		
Course units:	BSBCRT411 Apply critical thinking to work practices		Core
	BSBTEC404 Use digital technologies to collaborate in a work environment		Core
	BSBTWK401 Build and maintain business relationships		Core
	BSBWHS411 Implement and monitor WHS policies, procedures and programs		Core
	BSBWRT411 Write complex documents		Core
	BSBXCM401 Apply communication strategies in the workplace		Core
	BSBPEF401 Manage personal health and wellbeing		Elective
	BSBPEF402 Develop personal work priorities		Elective
	BSBFIN301 Process financial transactions		Elective
	FNSACC412 Prepare operational budgets		Elective
	BSBFIN401 Report on financial activity		Elective
	BSBFIN302 Maintain financial records		Elective
	<small>Note: All of the above listed units of competency must be completed to receive the BSB40120 Certificate IV in Business full qualification</small>		


BSB40120 Certificate IV in Business (Business Operations)

COURSE SUMMARY

Course Code:	BSB40120	Flexible duration:	Up to 15 months
Qualification gained:	Certificate IV in Business (Business Operations)	Study load:	Self-paced
Training Package:	BSB Business Services Training Package	Start date:	Start anytime
Nationally recognised:			
Weekly Duration:	A minimum of 20hrs/week of structured learning and 8-10 hrs of assessment preparation is recommended for each unit of competency.		
Delivery Methods:	This course is delivered using an asynchronous study methodology, utilising mainly online delivery (eLearning) of training materials supported with emails and phone calls with the trainer and assessor, on request.		
Delivery mode:	Self-paced completed online in your own time, at your own pace. We provide our students ongoing support throughout the course duration via telephone, emails.		
Assessment method:	Knowledge/Theory-based Short Answer Questions, Case-Studies, Role Plays, Projects, Practical activities and observations and Third Party Reports. <small>Please note that practical demonstrations and roleplays will have to be video recorded and submitted via Australian College LMS or e-Campus.</small>		
Course units:	BSBCRT411 Apply critical thinking to work practices		Core
	BSBTEC404 Use digital technologies to collaborate in a work environment		Core
	BSBTWK401 Build and maintain business relationships		Core
	BSBWHS411 Implement and monitor WHS policies, procedures and programs		Core
	BSBWRT411 Write complex documents		Core
	BSBXCM401 Apply communication strategies in the workplace		Core
	BSBPEF401 Manage personal health and wellbeing		Elective
	BSBPEF402 Develop personal work priorities		Elective
	BSBHRM415 Coordinate recruitment and onboarding		Elective
	BSBOPS402 Coordinate business operational plans		Elective
	BSBMKG434 Promote products and services		Elective
	BSBMKG433 Undertake marketing activities		Elective
	<small>Note: All of the above listed units of competency must be completed to receive the BSB40120 Certificate IV in Business full qualification. Students must select their specialisation units at the time of enrolment</small>		

BSB40120 Certificate IV in Business (Leadership)

COURSE SUMMARY

Course Code:	BSB40120	Flexible duration:	Up to 15 months
Qualification gained:	Certificate IV in Business (Leadership)	Study load:	Self-paced
Training Package:	BSB Business Services Training Package	Start date:	Start anytime
Nationally recognised:			

Weekly Duration: A minimum of 20hrs/week of structured learning and 8-10 hrs of assessment preparation is recommended for each unit of competency.

Delivery Methods: This course is delivered using an asynchronous study methodology, utilising mainly online delivery (eLearning) of training materials supported with emails and phone calls with the trainer and assessor, on request.

Delivery mode: Self-paced completed online in your own time, at your own pace. We provide our students ongoing support throughout the course duration via telephone, emails.

Assessment method: Knowledge/Theory-based Short Answer Questions, Case-Studies, Role Plays, Projects, Practical activities and observations and Third Party Reports.

Please note that practical demonstrations and roleplays will have to be video recorded and submitted via Australian College LMS or e-Campus.

Course units:	BSBCRT511 Develop critical thinking in others	Core
	BSBFIN501 Manage budgets and financial plans	Core
	BSBOPS501 Manage Business Resources	Core
	BSBSUS511 Develop workplace policies and procedures for sustainability	Core
	BSBXC501 Lead communication in the workplace	Core
	BSBOPS502 Manage business operational plans	Core
	BSBOPS504 Manage business risk	Elective
	BSBLDR522 Manage people performance	Elective
	BSBTWK501 Lead diversity and inclusion	Elective
	BSBLDR523 Lead and manage effective workplace relationships	Elective
	BSBPEF501 Manage personal and professional development	Elective
	BSBSTR501 Establish innovative work environments	Elective

Note: All of the above listed units of competency must be completed to receive the BSB40120 Certificate IV in Business full qualification. Students must select their specialisation units at the time of enrolment

Course Completion: This qualification consists of 12 units (6 core units and 6 elective units). Students obtaining a 'competent' result for all units of competency will achieve the BSB40120 Certificate IV in Business certificate. A Statement of Attainment will be issued to students who complete less than the required units for the full qualification.

*Note: Australian College does not guarantee successful completion of the course nor guarantees a particular employment outcome on completion of the qualification.

Career opportunities: Accounts clerk, administration officer, administrative assistant, customer service representative, data entry clerk, office assistant, receptionist, records clerk.

COURSE DESCRIPTION/SUMMARY

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have supervisory performance accountabilities.

Individuals in these roles carry out a mix of specialist and moderately complex administrative or operational tasks that require self-development skills. They use well developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems and analyse information from a variety of sources. They may provide leadership and guidance to others with some limited responsibilities for the output of others

WORK PLACEMENT (Experience)

This qualification does not require mandatory work placement. However, Australian College recommends students to have access to a real office work environment for them to practice and complete assessment tasks using specific software and equipment.

ENTRY REQUIREMENTS

The training package does not stipulate any mandatory entry requirements for the qualification delivered by this course. However, Australian College has certain admission criteria for this course. Prospective students must:

- be a minimum of 16 years old to be able to work and practice in a business environment;
- provide parent/legal guardian consent, if students are under the age of 18 years at the time of enrolment;
- obtain and provide their Unique Student Identifier (USI) and provide it to Australian College;
- complete the pre-enrolment process including the pre-enrolment Language, Literacy and Numeracy test;
- agree to comply with Australian College policies and procedures as published on the website and outlined in the Student Handbook;

Students must have access to and be able to operate:

- An internet-enabled PC/Laptop or similar running a current operating system (E.g Windows 10 or Mac OSX)
- An audio/video recording device (such as a mobile phone) for the purpose of preparing audio/video assessment recordings
- Microsoft Office (or compatible software)
- Current web browser (e.g., Chrome)
- Adobe Acrobat Reader or another PDF document viewer
- Valid email address

QUALIFICATION PATHWAYS

On successful completion of this qualification, students may choose to undertake further studies in a qualifications of their choice building further on a potential career for the future. Below are listed some Certificate IV and Diploma level qualifications that students may choose to continue their studies:

- BSB40320 Certificate IV in Entrepreneurship and New Business
- BSB40420 Certificate IV in Human Resource Management
- BSB40820 Certificate IV in Marketing and Communication
- BSB50120 Diploma of Business
- BSB50420 Diploma of Leadership and Management
- BSB50820 Diploma of Project Management

TARGET GROUP


Prospective students would see this course as a stepping-stone in their career development, regardless of their current role. It may be a job requirement or a request from and supported by their employer. For some prospective students, undertaking this course may also be at their own initiative, aligning with their personal or professional career objectives.

Prospective students may be:

- potential students who want to develop skills and knowledge to gain employment in a business environment;
- employees who have previously worked in this area but don't have formal recognised qualifications;
- mature aged workers who want to upskill and improve their employment opportunities

BSB40320 Certificate IV in Entrepreneurship and New Business

COURSE SUMMARY

Course Code:	BSB40320	Flexible duration:	Up to 12 months
Qualification gained:	Certificate IV in Entrepreneurship and New Business	Study load:	Self-paced
Training Package:	BSB Business Services Training Package	Start date:	Start anytime
Nationally recognised:			

Weekly Duration: A minimum of 20hrs/week of structured learning and 8-10 hrs of assessment preparation is recommended for each unit of competency.

Delivery Methods: This course is delivered using an asynchronous study methodology, utilising mainly online delivery (eLearning) of training materials supported with emails and phone calls with the trainer and assessor, on request.

Delivery mode: Self-paced completed online in your own time, at your own pace. We provide our students ongoing support throughout the course duration via telephone, emails.

Assessment method: Knowledge/Theory-based Short Answer Questions, Case-Studies, Projects, Practical activities and observations and Third Party Reports.

Please note that practical demonstrations and roleplays will have to be video recorded and submitted via Australian College LMS or e-Campus.

Course units:	BSBESB401 Research and develop business plans	Core
	BSBESB402 Establish legal and risk management requirements of new business ventures	Core
	BSBESB403 Plan finances for new business ventures	Core
	BSBESB404 Market new business ventures	Core
	BSBESB407 Manage finances for new business ventures	Elective
	BSBESB406 Establish operational strategies and procedures for new business ventures	Elective
	BSBFIN401 Report on financial activity	Elective
	BSBOPS404 Implement customer service strategies	Elective
	BSBTEC405 Review and maintain the organisation's digital presence	Elective
	BSBXTW401 Lead and facilitate a team	Elective

Note: All of the above listed units of competency must be completed to receive the BSB40320 Certificate IV in Entrepreneurship and New Business full qualification.

Course Completion: This qualification consists of 10 units (4 core units and 6 elective units).
Students obtaining a 'competent' result for all units of competency will achieve the BSB40320 Certificate IV in Entrepreneurship and New Business certificate. A Statement of Attainment will be issued to students who complete less than the required units for the full qualification.

*Note: Australian College does not guarantee successful completion of the course nor guarantees a particular employment outcome on completion of the qualification.

Career opportunities: Small business manager (franchise), consultancy small business manager, franchisee, owner operator, café or restaurant manager, independent contractor, office manager, retail manager, retail supervisor, retail team leader, store manager

COURSE DESCRIPTION/SUMMARY

This qualification reflects the role of individuals establishing or operating a business providing self-employment, as well as those establishing a new venture as part of a larger organisation.

These individuals use well developed skills and a broad knowledge base to solve a range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others and have responsibility for the output of others

WORK PLACEMENT (Experience)

This qualification does not require mandatory work placement. However, Australian College recommends students to have access to a real office work environment for them to practice and complete assessment tasks using specific software and equipment.

ENTRY REQUIREMENTS

The training package does not stipulate any mandatory entry requirements for the qualification delivered by this course. However, Australian College has certain admission criteria for this course. Prospective students must:

- be a minimum of 16 years old to be able to work and practice in a business environment;
- provide parent/legal guardian consent, if students are under the age of 18 years at the time of enrolment;
- obtain and provide their Unique Student Identifier (USI) and provide it to Australian College;
- complete the pre-enrolment process including the pre-enrolment Language, Literacy and Numeracy test;
- agree to comply with Australian College policies and procedures as published on the website and outlined in the Student Handbook;

Students must have access to and be able to operate:

- An internet-enabled PC/Laptop or similar running a current operating system (E.g Windows 10 or Mac OSX)
- An audio/video recording device (such as a mobile phone) for the purpose of preparing audio/video assessment recordings
- Microsoft Office (or compatible software)
- Current web browser (e.g., Chrome)
- Adobe Acrobat Reader or another PDF document viewer
- Valid email address

QUALIFICATION PATHWAYS

On successful completion of this qualification, students may choose to undertake further studies in a qualifications of their choice building further on a potential career for the future. Below are listed some Certificate IV and Diploma level qualifications that students may choose to continue their studies:

- BSB40120 Certificate IV in Business
- BSB40420 Certificate IV in Human Resource Management
- BSB40820 Certificate IV in Marketing and Communication
- BSB50120 Diploma of Business
- BSB50420 Diploma of Leadership and Management
- BSB50820 Diploma of Project Management

TARGET GROUP


Prospective students would see this course as a stepping-stone in their career development, regardless of their current role. It may be a job requirement or a request from and supported by their employer. For some prospective students, undertaking this course may also be at their own initiative, aligning with their personal or professional career objectives.

Prospective students may be:

- potential students who want to develop skills and knowledge to gain employment in a business environment or would like to own their own business;
- employees who have previously worked in this area but don't have formal recognised qualifications;
- mature aged workers who want to upskill and improve their employment opportunities for entrepreneurship or to start their own business

BSB40420 Certificate IV in Human Resource Management

COURSE SUMMARY

Course Code:	BSB40420	Flexible duration:	Up to 14 months
Qualification gained:	Certificate IV in Human Resource Management	Study load:	Self-paced
Training Package:	BSB Business Services Training Package	Start date:	Start anytime
Nationally recognised:			

Weekly Duration: A minimum of 20hrs/week of structured learning and 8-10 hrs of assessment preparation is recommended for each unit of competency.

Delivery Methods: This course is delivered using an asynchronous study methodology, utilising mainly online delivery (eLearning) of training materials supported with emails and phone calls with the trainer and assessor, on request.

Delivery mode: Self-paced completed online in your own time, at your own pace. We provide our students ongoing support throughout the course duration via telephone, emails.

Assessment method: Knowledge/Theory-based Short Answer Questions, Case-Studies, Roleplays, Projects, Practical activities and observations and Third Party Reports.

Please note that practical demonstrations and roleplays will have to be video recorded and submitted via Australian College LMS or e-Campus.

Course units:	BSBHRM411 Administer performance development processes	Core
	BSBHRM412 Support employee and industrial relations	Core
	BSBHRM413 Support the learning and development of teams and individuals	Core
	BSBHRM415 Coordinate recruitment and onboarding	Core
	BSBHRM417 Support human resource functions and processes	Core
	BSBWHS411 Implement and monitor WHS policies, procedures and programs	Core
	BSBHRM531 Coordinate health and wellness programs	Elective
	BSBHRM528 Coordinate remuneration and employee benefits	Elective
	BSBTEC404 Use digital technologies to collaborate in a work environment	Elective
	BSBXCM401 Apply communication strategies in the workplace	Elective
	BSBHRM530 Coordinate rehabilitation and return to work programs	Elective
	BSBPMG430 Undertake project work	Elective

Note: All of the above listed units of competency must be completed to receive the BSB40420 Certificate IV in Human Resources Management full qualification.

Course Completion: This qualification consists of 12 units (6 core units and 6 elective units). Students obtaining a 'competent' result for all units of competency will achieve the BSB40420 Certificate IV in Human Resources Management certificate. A Statement of Attainment will be issued to students who complete less than the required units for the full qualification

*Note: Australian College does not guarantee successful completion of the course nor guarantees a particular employment outcome on completion of the qualification.

Career opportunities: Human resources officer, human resources coordinator, payroll officer, recruitment consultant, talent acquisition specialist, workplace health and safety officer

COURSE DESCRIPTION/SUMMARY

This qualification reflects the role of individuals who work in a range of human resources roles. The job roles that relate to this qualification may include Human Resources Officer, Human Resources Coordinator and Payroll Officer.

Responsibilities are likely to be determined at a workplace level. Some smaller organisations may require employees to work across all aspects of human resources. In larger organisations, individuals may support a single human resources function

WORK PLACEMENT (Experience)

This qualification does not require mandatory work placement. However, Australian College recommends students to have access to a real office work environment for them to practice and complete assessment tasks using specific software and equipment.

ENTRY REQUIREMENTS

The training package does not stipulate any mandatory entry requirements for the qualification delivered by this course. However, Australian College has certain admission criteria for this course. Prospective students must:

- be a minimum of 16 years old to be able to work and practice in a business environment;
- provide parent/legal guardian consent, if students are under the age of 18 years at the time of enrolment;
- obtain and provide their Unique Student Identifier (USI) and provide it to Australian College;
- complete the pre-enrolment process including the pre-enrolment Language, Literacy and Numeracy test;
- agree to comply with Australian College policies and procedures as published on the website and outlined in the Student Handbook;

Students must have access to and be able to operate:

- An internet-enabled PC/Laptop or similar running a current operating system (E.g Windows 10 or Mac OSX)
 - An audio/video recording device (such as a mobile phone) for the purpose of preparing audio/video assessment recordings
 - Microsoft Office (or compatible software)
 - Current web browser (e.g., Chrome)
 - Adobe Acrobat Reader or another PDF document viewer
 - Valid email address
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QUALIFICATION PATHWAYS

On successful completion of this qualification, students may choose to undertake further studies in a qualifications of their choice building further on a potential career for the future. Below are listed some Certificate IV and Diploma level qualifications that students may choose to continue their studies:

- BSB40120 Certificate IV in Business
- BSB50120 Diploma of Business
- BSB50420 Diploma of Leadership and Management
- BSB50820 Diploma of Project Management

TARGET GROUP


Prospective students would see this course as a stepping-stone in their career development, regardless of their current role. It may be a job requirement or a request from and supported by their employer. For some prospective students, undertaking this course may also be at their own initiative, aligning with their personal or professional career objectives.

Prospective students may be:

- Potential students who want to develop skills and knowledge to gain employment within a business environment in a human resources management role ;
- Employees who have previously worked in this area but don't have formal recognised qualifications;
- Mature aged workers who want to upskill and improve their employment opportunities

BSB40520 Certificate IV in Leadership and Management

COURSE SUMMARY

Course Code:	BSB40520	Flexible duration:	Up to 14 months
Qualification gained:	Certificate IV in Leadership and Management	Study load:	Self-paced
Training Package:	BSB Business Services Training Package	Start date:	Start anytime
Nationally recognised:			
Weekly Duration:	A minimum of 20hrs/week of structured learning and 8-10 hrs of assessment preparation is recommended for each unit of competency.		
Delivery Methods:	This course is delivered using an asynchronous study methodology, utilising mainly online delivery (eLearning) of training materials supported with emails and phone calls with the trainer and assessor, on request.		

Delivery mode:	Self-paced completed online in your own time, at your own pace. We provide our students ongoing support throughout the course duration via telephone, emails.	
Assessment method:	Knowledge/Theory-based Short Answer Questions, Case-Studies, Projects, Roleplays, Practical activities and observations and Third Party Reports. <small>Please note that practical demonstrations and roleplays will have to be video recorded and submitted via Australian College LMS or e-Campus.</small>	
Course units:	BSBLDR411 Demonstrate leadership in the workplace BSBLDR413 Lead effective workplace relationships BSBOPS402 Coordinate business operational plans BSBXCM401 Apply communication strategies in the workplace BSBXTW401 Lead and facilitate a team BSBCRT411 Apply critical thinking to work practices BSBSTR502 Facilitate continuous improvement BSBTWK401 Build and maintain business relationships BSBWHS411 Implement and monitor WHS policies, procedures and programs BSBPEF401 Manage personal health and wellbeing BSBPEF502 Develop and use emotional intelligence BSBPMG430 Undertake project work <small>Note: All of the above listed units of competency must be completed to receive the BSB40520 Certificate IV in Leadership and Management full qualification.</small>	Core Core Core Core Core Elective Elective Elective Elective Elective Elective Elective
Course Completion:	This qualification consists of 12 units (5 core units and 7 elective units). Students obtaining a 'competent' result for all units of competency will achieve the BSB40520 Certificate IV in leadership and Management certificate. A Statement of Attainment will be issued to students who complete less than the required units for the full qualification <small>*Note: Australian College does not guarantee successful completion of the course nor guarantees a particular employment outcome on completion of the qualification.</small>	
Career opportunities:	Position of coordinator (business operations), warehouse team leader, distribution centre supervisor, supervisor, line manager, leading hand, production supervisor, sales team manager, team leader, frontline sales manager, freight administrative supervisor	

COURSE DESCRIPTION/SUMMARY

This qualification reflects the role of individuals working as developing and emerging leaders and managers in a range of enterprise and industry contexts.

As well as assuming responsibility for their own performance, individuals at this level are likely to provide leadership, guidance and support to others. They may also have some responsibility for organising and monitoring the output of teams.

They apply solutions to a defined range of predictable and unpredictable problems and analyse and evaluate information from a variety of sources

WORK PLACEMENT (Experience)

This qualification does not require mandatory work placement. However, Australian College recommends students to have access to a real office work environment for them to practice and complete assessment tasks using specific software and equipment.

ENTRY REQUIREMENTS

The training package does not stipulate any mandatory entry requirements for the qualification delivered by this course. However, Australian College has certain admission criteria for this course. Prospective students must:

- be a minimum of 16 years old to be able to work and practice in a business environment;
- provide parent/legal guardian consent, if students are under the age of 18 years at the time of enrolment;
- obtain and provide their Unique Student Identifier (USI) and provide it to Australian College;
- complete the pre-enrolment process including the pre-enrolment Language, Literacy and Numeracy test;
- agree to comply with Australian College policies and procedures as published on the website and outlined in the Student Handbook;

Students must have access to and be able to operate:

- An internet-enabled PC/Laptop or similar running a current operating system (E.g Windows 10 or Mac OSX)
- An audio/video recording device (such as a mobile phone) for the purpose of preparing audio/video assessment recordings
- Microsoft Office (or compatible software)
- Current web browser (e.g., Chrome)
- Adobe Acrobat Reader or another PDF document viewer
- Valid email address

QUALIFICATION PATHWAYS

On successful completion of this qualification, students may choose to undertake further studies in a qualifications of their choice building further on a potential career for the future. Below are listed some Diploma level qualifications that students may choose to continue their studies and Australian College has on offer:

- BSB50120 Diploma of Business
- BSB50320 Diploma of Human Resource Management
- BSB50420 Diploma of Leadership and Management
- BSB50820 Diploma of Project Management

TARGET GROUP


Prospective students would see this course as a stepping-stone in their career development, regardless of their current role. It may be a job requirement or a request from and supported by their employer. For some prospective students, undertaking this course may also be at their own initiative, aligning with their personal or professional career objectives.

Prospective students may be:

- Individuals who want to develop skills and knowledge to gain employment in a business environment in a supervisory role or would like to own their own business;
- Employees who have previously worked in this area but don't have formal recognised qualifications;
- Mature aged workers who want to upskill and improve their employment opportunities in a supervisory role or to start their own business

BSB40820 Certificate IV in Marketing and Communication

COURSE SUMMARY

Course Code:	BSB40820	Flexible duration:	Up to 14 months
Qualification gained:	Certificate IV in Marketing and Communication	Study load:	Self-paced
Training Package:	BSB Business Services Training Package	Start date:	Start anytime
Nationally recognised:			

Weekly Duration: A minimum of 20hrs/week of structured learning and 8-10 hrs of assessment preparation is recommended for each unit of competency.

Delivery Methods: This course is delivered using an asynchronous study methodology, utilising mainly online delivery (eLearning) of training materials supported with emails and phone calls with the trainer and assessor, on request.

Delivery mode: Self-paced completed online in your own time, at your own pace. We provide our students ongoing support throughout the course duration via telephone, emails.

Assessment method: Knowledge/Theory-based Short Answer Questions, Case-Studies, Roleplays, Projects, Practical activities and observations and Third Party Reports.

Please note that practical demonstrations and roleplays will have to be video recorded and submitted via Australian College LMS or e-Campus.

Course units:	BSBCMM411 Make presentations	Core
	BSBCRT412 Articulate, present and debate ideas	Core
	BSBMKG433 Undertake marketing activities	Core
	BSBMKG435 Analyse consumer behaviour	Core
	BSBMKG439 Develop and apply knowledge of communications industry	Core
	BSBWRT411 Write complex documents	Elective
	BSBMKG434 Promote products and services	Elective
	BSBMKG431 Assess marketing opportunities	Elective
	BSBESB404 Market new business ventures	Elective
	BSBOPS403 Apply business risk management processes	Elective
	BSBWHS411 Implement and monitor WHS policies, procedures and programs	Elective
	BSBCRT411 Apply critical thinking to work practices	Elective

Note: All of the above listed units of competency must be completed to receive the BSB40820 Certificate IV Marketing and Communication full qualification.

Course Completion: This qualification consists of 12 units (6 core units and 6 elective units). Students obtaining a 'competent' result for all units of competency will achieve the BSB40820 Certificate IV in Marketing and Communication certificate. A Statement of Attainment will be issued to students who complete less than the required units for the full qualification.

*Note: Australian College does not guarantee successful completion of the course nor guarantees a particular employment outcome on completion of the qualification.

Career opportunities: Media planner, community relations team leader, direct marketing officer, assistant advertising account planner, public relations officer, sales administrator, assistant account manager (advertising), marketing officer, copywriter, advertising account coordinator, market research assistant, analyst, marketing coordinator, promotions assistant manager, media assistant

COURSE DESCRIPTION/SUMMARY

This qualification reflects the role of individuals who use well developed marketing and communication skills and a broad knowledge base in a wide variety of contexts. This qualification applies to individuals in full-time marketing roles, as well as those who are responsible for an organisation's marketing in addition to other duties

WORK PLACEMENT (Experience)

This qualification does not require mandatory work placement. However, Australian College recommends students to have access to a real office work environment for them to practice and complete assessment tasks using specific software and equipment.

ENTRY REQUIREMENTS

The training package does not stipulate any mandatory entry requirements for the qualification delivered by this course. However, Australian College has certain admission criteria for this course. Prospective students must:

- be a minimum of 16 years old to be able to work and practice in a business environment;
- provide parent/legal guardian consent, if students are under the age of 18 years at the time of enrolment;
- obtain and provide their Unique Student Identifier (USI) and provide it to Australian College;
- complete the pre-enrolment process including the pre-enrolment Language, Literacy and Numeracy test;
- agree to comply with Australian College policies and procedures as published on the website and outlined in the Student Handbook;

Students must have access to and be able to operate:

- An internet-enabled PC/Laptop or similar running a current operating system (E.g Windows 10 or Mac OSX)
 - An audio/video recording device (such as a mobile phone) for the purpose of preparing audio/video assessment recordings
 - Microsoft Office (or compatible software)
 - Current web browser (e.g., Chrome)
 - Adobe Acrobat Reader or another PDF document viewer
 - Valid email address
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QUALIFICATION PATHWAYS

On successful completion of this qualification, students may choose to undertake further studies in a qualifications of their choice building further on a potential career for the future. Below are listed some Diploma level qualifications that students may choose to continue their studies and Australian College has on offer:

- BSB40120 Certificate IV in Business
- BSB40320 Certificate IV in Entrepreneurship and New Business
- BSB40820 Certificate IV in Marketing and Communication
- BSB50120 Diploma of Business
- BSB50820 Diploma of Project Management

TARGET GROUP

Prospective students would see this course as a stepping-stone in their career development, regardless of their current role. It may be a job requirement or a request from and supported by their employer. For some prospective students, undertaking this course may also be at their own initiative, aligning with their personal or professional career objectives.

Prospective students may be:


- Individuals who want to develop skills and knowledge to gain employment in a marketing and advertising job role;
- Employees who have previously worked in this area but don't have formal recognised qualifications;
- Mature aged workers who want to upskill and improve their employment opportunities

BSB40920 Certificate IV in Project Management Practice

COURSE SUMMARY

Course Code: BSB40920

Flexible duration: Up to 12 months

Qualification gained: Certificate IV in Project Management Practice
Training Package: BSB Business Services Training Package
Nationally recognised: 

Study load: Self-paced
Start date: Start anytime

Weekly Duration: A minimum of 20hrs/week of structured learning and 8-10 hrs of assessment preparation is recommended for each unit of competency.

Delivery Methods: This course is delivered using an asynchronous study methodology, utilising mainly online delivery (eLearning) of training materials supported with emails and phone calls with the trainer and assessor, on request.

Delivery mode: Self-paced completed online in your own time, at your own pace. We provide our students ongoing support throughout the course duration via telephone, emails.

Assessment method: Knowledge/Theory-based Short Answer Questions, Case-Studies, Portfolio Builder, Projects, Practical activities and observations and Third Party Reports.
Please note that practical demonstrations and roleplays will have to be video recorded and submitted via Australian College LMS or e-Campus.

Course units:

BSBPMG420 Apply project scope management techniques	Core
BSBPMG421 Apply project time management techniques	Core
BSBPMG422 Apply project quality management techniques	Core
BSBPMG424 Apply project human resources management approaches	Elective
BSBPMG426 Apply project risk management techniques	Elective
BSBPMG423 Apply project cost management techniques	Elective
BSBWHS411 Implement and monitor WHS policies, procedures and programs	Elective
BSBOPS401 Coordinate business resources	Elective
BSBCRT411 Apply critical thinking to work practices	Elective

Note: All of the above listed units of competency must be completed to receive the BSB40920 Certificate IV in Project Management Practice full qualification.

Course Completion: This qualification consists of 9 units (3 core units and 6 elective units).
 Students obtaining a 'competent' result for all units of competency will achieve the BSB40920 Certificate IV in Project Management Practice certificate. A Statement of Attainment will be issued to students who complete less than the required units for the full qualification.
*Note: Australian College does not guarantee successful completion of the course nor guarantees a particular employment outcome on completion of the qualification.

Career opportunities: Project administrator/coordinator, project officer, project analyst.

COURSE DESCRIPTION/SUMMARY

This qualification reflects the role of individuals who apply project management skills and knowledge in a wide variety of contexts. The job roles that relate to this qualification may include Contracts Officer, Project Administrator or Quality Officer.

Individuals in these roles work autonomously, and might be members of a project team, with no direct responsibility for overall project outcome. Primarily, these roles would support wider project operations. They may use project tools and methodologies selectively to support organisational or business activities.

WORK PLACEMENT (Experience)

This qualification does not require mandatory work placement. However, Australian College recommends students to have access to a real office work environment for them to practice and complete assessment tasks using specific software and equipment.

ENTRY REQUIREMENTS

The training package does not stipulate any mandatory entry requirements for the qualification delivered by this course. However, Australian College has certain admission criteria for this course. Prospective students must:

- be a minimum of 16 years old to be able to work and practice in a business environment;
- provide parent/legal guardian consent, if students are under the age of 18 years at the time of enrolment;
- obtain and provide their Unique Student Identifier (USI) and provide it to Australian College;
- complete the pre-enrolment process including the pre-enrolment Language, Literacy and Numeracy test;
- agree to comply with Australian College policies and procedures as published on the website and outlined in the Student Handbook;

Students must have access to and be able to operate:

- An internet-enabled PC/Laptop or similar running a current operating system (E.g Windows 10 or Mac OSX)
- An audio/video recording device (such as a mobile phone) for the purpose of preparing audio/video assessment recordings
- Microsoft Office (or compatible software)
- Current web browser (e.g., Chrome)
- Adobe Acrobat Reader or another PDF document viewer
- Valid email address

QUALIFICATION PATHWAYS

On successful completion of this qualification, students may choose to undertake further studies in a qualifications of their choice building further on a potential career for the future. Below are listed some Certificate IV and Diploma level qualifications that students may choose to continue their studies:

- BSB40120 Certificate IV in Business
- BSB40320 Certificate IV in Entrepreneurship and New Business
- BSB40820 Certificate IV in Marketing and Communication
- BSB50120 Diploma of Business
- BSB50820 Diploma of Project Management

TARGET GROUP


Prospective students would see this course as a stepping-stone in their career development, regardless of their current role. It may be a job requirement or a request from and supported by their employer. For some prospective students, undertaking this course may also be at their own initiative, aligning with their personal or professional career objectives.

Prospective students may be:

- individuals who want to develop skills and knowledge to gain employment in a project management practice role;
- employees who have previously worked in this area but don't have formal recognised qualifications;
- mature aged workers who want to upskill and improve their employment opportunities for entrepreneurship or to start their own business

BSB50120 Diploma of Business

COURSE SUMMARY

Course Code:	BSB50120	Flexible duration:	Up to 14 months
Qualification gained:	Diploma of Business	Study load:	Self-paced
Training Package:	BSB Business Services Training Package	Start date:	Start anytime
Nationally recognised:			

Weekly Duration: A minimum of 20hrs/week of structured learning and 8-10 hrs of assessment preparation is recommended for each unit of competency.

Delivery Methods: This course is delivered using an asynchronous study methodology, utilising mainly online delivery (eLearning) of training materials supported with emails and phone calls with the trainer and assessor, on request.

Delivery mode: Self-paced completed online in your own time, at your own pace. We provide our students ongoing support throughout the course duration via telephone, emails.

Assessment method: Knowledge/Theory-based Short Answer Questions, Case-Studies, Roleplays, Projects, Practical activities and observations and Third Party Reports.


Please note that practical demonstrations and roleplays will have to be video recorded and submitted via Australian College LMS or e-Campus.

Course units		
BSBCRT511 Develop critical thinking in others		Core
BSBFIN501 Manage budgets and financial plans		Core
BSBOPS501 Manage business resources		Core
BSBSUS511 Develop workplace policies and procedures for sustainability		Core
BSBXCM501 Lead communication in the workplace		Core
BSBOPS502 Manage business operational plans		Elective
BSBOPS504 Manage business risk		Elective
SIRXMG005 Lead the development of business opportunities		Elective
BSBHRM525 Manage recruitment and onboarding		Elective
BSBLDR522 Manage people performance		Elective
BSBSTR501 Establish innovative work environments		Elective
BSBWHS521 Ensure a safe workplace for a work area		Elective

Note: All of the above listed units of competency must be completed to receive the BSB50120 Diploma of Business full qualification. Students must select their specialisation units at the time of enrolment

BSB50120 Diploma of Business (Business Development)

COURSE SUMMARY

Course Code:	BSB50120	Flexible duration:	Up to 14 months
Qualification gained:	Diploma of Business (Business Development)	Study load:	Self-paced
Training Package:	BSB Business Services Training Package	Start date:	Start anytime
Nationally recognised:			

Weekly Duration: A minimum of 20hrs/week of structured learning and 8-10 hrs of assessment preparation is recommended for each unit of competency.

Delivery Methods: This course is delivered using an asynchronous study methodology, utilising mainly online delivery (eLearning) of training materials supported with emails and phone calls with the trainer and assessor, on request.

Delivery mode: Self-paced completed online in your own time, at your own pace. We provide our students ongoing support throughout the course duration via telephone, emails.

Assessment method: Knowledge/Theory-based Short Answer Questions, Case-Studies, Roleplays, Projects, Practical activities and observations and Third Party Reports.


*Note: Practical demonstrations and roleplays will have to be video recorded and submitted via Australian College LMS or e-Campus.

Course units	BSBCRT511 Develop critical thinking in others	Core
	BSBFIN501 Manage budgets and financial plans	Core
	BSBOPS501 Manage business resources	Core
	BSBSUS511 Develop workplace policies and procedures for sustainability	Core
	BSBXC501 Lead communication in the workplace	Core
	BSBOPS502 Manage business operational plans	Elective
	BSBOPS504 Manage business risk	Elective
	SIRXMG005 Lead the development of business opportunities	Elective
	BSBTWK401 Build and maintain business relationships	Elective
	BSBOPS404 Implement customer service strategies	Elective
	SIRXSLS004 Drive sales results	Elective
	BSBLDR522 Manage people performance	Elective

Note: All of the above listed units of competency must be completed to receive the BSB50120 Diploma of Business full qualification. Students must select their specialisation units at the time of enrolment

BSB50120 Diploma of Business (Business Operations)

COURSE SUMMARY

Course Code:	BSB50120	Flexible duration:	Up to 14 months
Qualification gained:	Diploma of Business (Business Operations)	Study load:	Self-paced
Training Package:	BSB Business Services Training Package	Start date:	Start anytime
Nationally recognised:			

Weekly Duration: A minimum of 20hrs/week of structured learning and 8-10 hrs of assessment preparation is recommended for each unit of competency.

Delivery Methods: This course is delivered using an asynchronous study methodology, utilising mainly online delivery (eLearning) of training materials supported with emails and phone calls with the trainer and assessor, on request.

Delivery mode: Self-paced completed online in your own time, at your own pace. We provide our students ongoing support throughout the course duration via telephone, emails.

Assessment method: Knowledge/Theory-based Short Answer Questions, Case-Studies, Roleplays, Projects, Practical activities and observations and Third Party Reports.


*Note: Practical demonstrations and roleplays will have to be video recorded and submitted via Australian College LMS or e-Campus.

Course units	BSBCRT511 Develop critical thinking in others	Core
	BSBFIN501 Manage budgets and financial plans	Core
	BSBOPS501 Manage business resources	Core
	BSBSUS511 Develop workplace policies and procedures for sustainability	Core
	BSBXC501 Lead communication in the workplace	Core
	BSBOPS502 Manage business operational plans	Elective
	BSBOPS504 Manage business risk	Elective

Course units	BSBHRM525 Manage recruitment and onboarding	Elective
	BSBPMG430 Undertake project work	Elective
	BSBTWK503 Manage meetings	Elective
	BSBOPS503 Develop administrative systems	Elective
	BSBLDR522 Manage people performance	Elective
<small>Note: All of the above listed units of competency must be completed to receive the BSB50120 Diploma of Business full qualification. Students must select their specialisation units at the time of enrolment</small>		

BSB50120 Diploma of Business (Leadership)

COURSE SUMMARY

Course Code:	BSB50120	Flexible duration:	Up to 14 months
Qualification gained:	Diploma of Business (Leadership)	Study load:	Self-paced
Training Package:	BSB Business Services Training Package	Start date:	Start anytime
Nationally recognised:			

Weekly Duration: A minimum of 20hrs/week of structured learning and 8-10 hrs of assessment preparation is recommended for each unit of competency.

Delivery Methods: This course is delivered using an asynchronous study methodology, utilising mainly online delivery (eLearning) of training materials supported with emails and phone calls with the trainer and assessor, on request.

Delivery mode: Self-paced completed online in your own time, at your own pace. We provide our students ongoing support throughout the course duration via telephone, emails.

Assessment method: Knowledge/Theory-based Short Answer Questions, Case-Studies, Roleplays, Projects, Practical activities and observations and Third Party Reports.


*Note: Practical demonstrations and roleplays will have to be video recorded and submitted via Australian College LMS or e-Campus.

Course units	BSBCRT511 Develop critical thinking in others	Core
	BSBFIN501 Manage budgets and financial plans	Core
	BSBOPS501 Manage Business Resources	Core
	BSBSUS511 Develop workplace policies and procedures for sustainability	Core
	BSBXC501 Lead communication in the workplace	Core
	BSBOPS502 Manage business operational plans	Elective
	BSBOPS504 Manage business risk	Elective
	BSBLDR522 Manage people performance	Elective
	BSBTWK501 Lead diversity and inclusion	Elective
	BSBLDR523 Lead and manage effective workplace relationships	Elective
	BSBPEF501 Manage personal and professional development	Elective
	BSBSTR501 Establish innovative work environments	Elective

Note: All of the above listed units of competency must be completed to receive the BSB50120 Diploma of Business full qualification. Students must select their specialisation units at the time of enrolment

BSB50120 Diploma of Business (Organisational Development)

COURSE SUMMARY

Course Code:	BSB50120	Flexible duration:	Up to 14 months
Qualification gained:	BSB50120 Diploma of Business (Organisational Development)	Study load:	Self-paced
Training Package:	BSB Business Services Training Package	Start date:	Start anytime
Nationally recognised:			

Weekly Duration: A minimum of 20hrs/week of structured learning and 8-10 hrs of assessment preparation is recommended for each unit of competency.

Delivery Methods: This course is delivered using an asynchronous study methodology, utilising mainly online delivery (eLearning) of training materials supported with emails and phone calls with the trainer and assessor, on request.

Delivery mode: Self-paced completed online in your own time, at your own pace. We provide our students ongoing support throughout the course duration via telephone, emails.

Assessment method: Knowledge/Theory-based Short Answer Questions, Case-Studies, Roleplays, Projects, Practical activities and observations and Third Party Reports.

*Note: Practical demonstrations and roleplays will have to be video recorded and submitted via Australian College LMS or e-Campus.

Course units:	BSBCRT511 Develop critical thinking in others	Core
	BSBFIN501 Manage budgets and financial plans	Core
	BSBOPS501 Manage Business Resources	Core
	BSBSUS511 Develop workplace policies and procedures for sustainability	Core
	BSBXCM501 Lead communication in the workplace	Core
	BSBOPS502 Manage business operational plans	Elective
	BSBOPS504 Manage business risk	Elective
	BSBLDR522 Manage people performance	Elective
	BSBTWK501 Lead diversity and inclusion	Elective
	BSBLDR523 Lead and manage effective workplace relationships	Elective
	BSBPEF501 Manage personal and professional development	Elective
	BSBSTR501 Establish innovative work environments	Elective

Note: All of the above listed units of competency must be completed to receive the BSB50120 Diploma of Business full qualification. Students must select their specialisation units at the time of enrolment.

Course Completion: This qualification consists of 12 units (5 core units and 7 elective units). Students obtaining a 'competent' result for all units of competency will achieve the BSB50120 Diploma of Business certificate. A Statement of Attainment will be issued to students who complete less than the required units for the full qualification.

*Note: Australian College does not guarantee successful completion of the course nor guarantees a particular employment outcome on completion of the qualification.

Career opportunities: Students completing this qualification can aspire to work in a position of Office Manager, Team Leader, Corporate Services Manager, Customer Service Manager, Administration Manager, Executive Officer, Business Development Manager, Project Consultant, Office Manager, Business Sales Manager.

COURSE DESCRIPTION/SUMMARY

This qualification reflects the role of individuals establishing or operating a business providing self-employment, as well as those establishing a new venture as part of a larger organisation.

These individuals use well developed skills and a broad knowledge base to solve a range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others and have responsibility for the output of others

WORK PLACEMENT (Experience)

This qualification does not require mandatory work placement. However, Australian College recommends students to have access to a real office work environment for them to practice and complete assessment tasks using specific software and equipment.

ENTRY REQUIREMENTS

The training package does not stipulate any mandatory entry requirements for the qualification delivered by this course. However, Australian College has certain admission criteria for this course. Prospective students must:

- be a minimum of 17 years old to be able to work and practice in a business environment;
- provide parent/legal guardian consent, if students are under the age of 18 years at the time of enrolment;
- obtain and provide their Unique Student Identifier (USI) and provide it to Australian College;
- complete the pre-enrolment process including the pre-enrolment Language, Literacy and Numeracy test;
- agree to comply with Australian College policies and procedures as published on the website and outlined in the Student Handbook;

Students must have access to and be able to operate:

- An internet-enabled PC/Laptop or similar running a current operating system (E.g Windows 10 or Mac OSX)
- An audio/video recording device (such as a mobile phone) for the purpose of preparing audio/video assessment recordings
- Microsoft Office (or compatible software)
- Current web browser (e.g., Chrome)
- Adobe Acrobat Reader or another PDF document viewer
- Valid email address

QUALIFICATION PATHWAYS

On successful completion of this qualification, students may choose to undertake further studies in a qualifications of their choice building further on a potential career for the future. Below are listed some Diploma level qualifications that students may choose to continue their studies:

- BSB50120 Diploma of Business
- BSB50420 Diploma of Leadership and Management
- BSB50820 Diploma of Project Management

TARGET GROUP


Prospective students would see this course as a stepping-stone in their career development, regardless of their current role. It may be a job requirement or a request from and supported by their employer. For some prospective students, undertaking this course may also be at their own initiative, aligning with their personal or professional career objectives.

Prospective students may be:

- potential students who want to develop skills and knowledge to gain employment in a business environment or would like to own their own business;
- employees who have previously worked in this area but don't have formal recognised qualifications;
- mature aged workers who want to upskill and improve their employment opportunities for entrepreneurship or to start their own business

BSB50320 Diploma of Human Resource Management

COURSE SUMMARY

Course Code:	BSB50320	Flexible duration:	Up to 14 months
Qualification gained:	Diploma of Human Resource Management	Study load:	Self-paced
Training Package:	BSB Business Services Training Package	Start date:	Start anytime
Nationally recognised:			

Weekly Duration: A minimum of 20hrs/week of structured learning and 8-10 hrs of assessment preparation is recommended for each unit of competency.

Delivery Methods: This course is delivered using an asynchronous study methodology, utilising mainly online delivery (eLearning) of training materials supported with emails and phone calls with the trainer and assessor, on request.

Delivery mode: Self-paced completed online in your own time, at your own pace. We provide our students ongoing support throughout the course duration via telephone, emails.

Assessment method: Knowledge/Theory-based Short Answer Questions, Case-Studies, Roleplays, Projects, Portfolio Builder, Practical activities and observations and Third Party Reports.

Please note that practical demonstrations and roleplays will have to be video recorded and submitted via Australian College LMS or e-Campus.

Course units:	BSBHRM521 Facilitate performance development processes	Core
	BSBHRM522 Manage employee and industrial relations	Core
	BSBHRM523 Coordinate the learning and development of teams and individuals	Core
	BSBHRM524 Coordinate workforce plan implementation	Core
	BSBHRM527 Coordinate human resource functions and processes	Core
	BSBOPS504 Manage business risk	Core
	BSBWHS411 Implement and monitor WHS policies, procedures and programs	Core
	BSBHRM530 Coordinate rehabilitation and return to work programs	Elective
	BSBHRM525 Manage recruitment and onboarding	Elective
	BSBCMM511 Communicate with influence	Elective
	BSBLDR523 Lead and manage effective workplace relationships	Elective
	BSBPMG424 Apply project human resources management approaches	Elective

*Note: This qualification has pre-requisites, completion of the units listed under entry requirements or two years equivalent full-time relevant work experience is required

Course Completion: This qualification consists of 12 units (7 core units and 5 elective units). Students obtaining a 'competent' result for all units of competency will achieve the BSB50320 Diploma of Human Resource Management certificate. A Statement of Attainment will be issued to students who complete less than the required units for the full qualification.

*Note: Australian College does not guarantee successful completion of the course nor guarantees a particular employment outcome on completion of the qualification.

Career opportunities: Human Resources Consultant, Human Resources Advisor and Human Resources Business Partner.

COURSE DESCRIPTION/SUMMARY

This qualification reflects the role of individuals working in a variety of roles within the human resources sector. The job roles that relate to this qualification may include Human Resources Consultant, Human Resources Advisor and Human Resources Business Partner.

Responsibilities are likely to be determined at a workplace level. Some smaller organisations may require employees to work across all aspects of human resources. In larger organisations, individuals may coordinate a single human resources function.

WORK PLACEMENT (Experience)

This qualification does not require mandatory work placement. However, Australian College recommends students to have access to a real business work environment for them to practice and complete assessment tasks using specific software and equipment.

ENTRY REQUIREMENTS

The BSB50320 Diploma of Human Resource Management has entry requirements completion of following units prior to enrolling to study this qualification:

- BSBHRM411 Administer performance development processes
- BSBHRM412 Support employee and industrial relations
- BSBHRM415 Coordinate recruitment and onboarding
- BSBHRM417 Support human resource functions and processes

OR have two years equivalent full-time relevant work experience.

More information on these requirements can be found here: <https://training.gov.au/Training/Details/BSB50320>

In addition, Australian College has certain admission criteria for this course. Prospective students must:

- be a minimum of 17 years old to be able to work and practice in a business environment;
- provide parent/legal guardian consent, if students are under the age of 18 years at the time of enrolment;
- obtain and provide their Unique Student Identifier (USI) and provide it to Australian College;
- complete the pre-enrolment process including the pre-enrolment Language, Literacy and Numeracy test;
- agree to comply with Australian College policies and procedures as published on the website and outlined in the Student Handbook;

Students must have access to and be able to operate:

- An internet-enabled PC/Laptop or similar running a current operating system (E.g Windows 10 or Mac OSX)
 - An audio/video recording device (such as a mobile phone) for the purpose of preparing audio/video assessment recordings
 - Microsoft Office (or compatible software)
 - Current web browser (e.g., Chrome)
 - Adobe Acrobat Reader or another PDF document viewer
 - Valid email address
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QUALIFICATION PATHWAYS

On successful completion of this qualification, students may choose to undertake further studies in a qualifications of their choice building further on a potential career for the future. Below are listed some Certificate IV and Diploma level qualifications that students may choose to continue their studies:

- BSB50120 Diploma of Business
- BSB50420 Diploma of Leadership and Management
- BSB50820 Diploma of Project Management

TARGET GROUP


Prospective students would see this course as a stepping-stone in their career development, regardless of their current role. It may be a job requirement or a request from and supported by their employer. For some prospective students, undertaking this course may also be at their own initiative, aligning with their personal or professional career objectives.

Prospective students may be:

- Individuals who want to develop skills and knowledge to gain employment in a human resources supervisory or managerial role within a business;
- Employees who have previously worked in this area but don't have formal recognised qualifications;
- Mature aged workers who want to upskill and improve their employment opportunities

BSB50420 Diploma of Leadership and Management

COURSE SUMMARY

Course Code:	BSB50420	Flexible duration:	Up to 14 months
Qualification gained:	Diploma of Leadership and Management	Study load:	Self-paced
Training Package:	BSB Business Services Training Package	Start date:	Start anytime
Nationally recognised:			
Weekly Duration:	A minimum of 20hrs/week of structured learning and 8-10 hrs of assessment preparation is recommended for each unit of competency.		
Delivery Methods:	This course is delivered using an asynchronous study methodology, utilising mainly online delivery (eLearning) of training materials supported with emails and phone calls with the trainer and assessor, on request.		
Delivery mode:	Self-paced completed online in your own time, at your own pace. We provide our students ongoing support throughout the course duration via telephone, emails.		
Assessment method:	Knowledge/Theory-based Short Answer Questions, Case-Studies, Projects, Portfolio Builder, Practical activities and observations and Third Party Reports. <small>Please note that practical demonstrations and roleplays will have to be video recorded and submitted via Australian College LMS or e-Campus.</small>		
Course units:	BSBCMM511 Communicate with influence		Core
	BSBCRT511 Develop critical thinking in others		Core
	BSBLDR523 Lead and manage effective workplace relationships		Core
	BSBOPS502 Manage business operational plans		Core
	BSBPEF502 Develop and use emotional intelligence		Core
	BSBTWK502 Manage team effectiveness		Core
	BSBOPS501 Manage business resources		Elective
	BSBXCM501 Lead communication in the workplace		Elective
	BSBPEF501 Manage personal and professional development		Elective
	BSBSTR501 Establish innovative work environments		Elective
	BSBSTR502 Facilitate continuous improvement		Elective
	BSBLDR522 Manage people performance		Elective
	<small>*Note: All of the above listed units of competency must be completed to receive the BSB50420 Diploma of Leadership and Management full qualification.</small>		
Course Completion:	This qualification consists of 12 units (6 core units and 6 elective units). Students obtaining a 'competent' result for all units of competency will achieve the BSB50420 Diploma of Leadership and Management certificate. A Statement of Attainment will be issued to students who complete less than the required units for the full qualification <small>*Note: Australian College does not guarantee successful completion of the course nor guarantees a particular employment outcome on completion of the qualification.</small>		
Career opportunities:	Transport Manager, Distribution Centre Manager, Information Services Manager, Corporate Services Manager, Public Sector Manager, Senior Manager (Public Sector), Office Manager, Legal Practice Manager, Operations Manager, Warehouse Manager, Business Development Manager, Production Manager, Business Manager		

COURSE DESCRIPTION/SUMMARY

This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts.

Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements.

They may plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

WORK PLACEMENT (Experience)ce)

This qualification does not require mandatory work placement. However, Australian College recommends students to have access to a real office work environment for them to practice and complete assessment tasks using specific software and equipment.

ENTRY REQUIREMENTS

The training package does not stipulate any mandatory entry requirements for the qualification delivered by this course.

ENTRY REQUIREMENTS

However, Australian College has certain admission criteria for this course. Prospective students must:

- be a minimum of 17 years old to be able to work and practice in a business environment;
- provide parent/legal guardian consent, if students are under the age of 18 years at the time of enrolment;
- obtain and provide their Unique Student Identifier (USI) and provide it to Australian College;
- complete the pre-enrolment process including the pre-enrolment Language, Literacy and Numeracy test;
- agree to comply with Australian College policies and procedures as published on the website and outlined in the Student Handbook;

Students must have access to and be able to operate:

- An internet-enabled PC/Laptop or similar running a current operating system (E.g Windows 10 or Mac OSX)
- An audio/video recording device (such as a mobile phone) for the purpose of preparing audio/video assessment recordings
- Microsoft Office (or compatible software)
- Current web browser (e.g., Chrome)
- Adobe Acrobat Reader or another PDF document viewer
- Valid email address

QUALIFICATION PATHWAYS

On successful completion of this qualification, students may choose to undertake further studies in a qualifications of their choice building further on a potential career for the future.. Below are listed some Diploma level qualifications that students may choose to continue their studies:

- BSB50120 Diploma of Business
- BSB50420 Diploma of Human Resource Management
- BSB50820 Diploma of Project Management

TARGET GROUP


Prospective students would see this course as a stepping-stone in their career development, regardless of their current role. It may be a job requirement or a request from and supported by their employer. For some prospective students, undertaking this course may also be at their own initiative, aligning with their personal or professional career objectives.

Prospective students may be:

- potential students who want to develop skills and knowledge to gain employment in a managerial role within a business environment or would like to own their own business;
- employees who have previously worked in this area but don't have formal recognised qualifications;
- mature aged workers who want to upskill and improve their employment opportunities

BSB50820 Diploma of Project Management

COURSE SUMMARY

Course Code:	BSB50820	Flexible duration:	Up to 14 months
Qualification gained:	Diploma of Project Management	Study load:	Self-paced
Training Package:	BSB Business Services Training Package	Start date:	Start anytime
Nationally recognised:			

Weekly Duration: A minimum of 20hrs/week of structured learning and 8-10 hrs of assessment preparation is recommended for each unit of competency.

Delivery Methods: This course is delivered using an asynchronous study methodology, utilising mainly online delivery (eLearning) of training materials supported with emails and phone calls with the trainer and assessor, on request.

Delivery mode: Self-paced completed online in your own time, at your own pace. We provide our students ongoing support throughout the course duration via telephone, emails.

Assessment method: Knowledge/Theory-based Short Answer Questions, Case-Studies, Projects, Roleplays, Portfolio Builder, Practical activities and observations and Third Party Reports.

Please note that practical demonstrations and roleplays will have to be video recorded and submitted via Australian College LMS or e-Campus.

Course units:	BSBPMG530 Manage project scope	Core
	BSBPMG531 Manage project time	Core
	BSBPMG532 Manage project quality	Core
	BSBPMG533 Manage project cost	Core
	BSBPMG534 Manage project human resources	Core
	BSBPMG535 Manage project information and communication	Core
	BSBPMG536 Manage project risk	Core
	BSBPMG540 Manage project integration	Core
	BSBCMM511 Communicate with influence	Elective
	BSBCRT511 Develop critical thinking in others	Elective
	BSBWHS521 Ensure a safe workplace for a work area	Elective
	BSBLDR523 Lead and manage effective workplace relationships	Elective

Note: All of the above listed units of competency must be completed to receive the BSB50820 Diploma of Project Management full qualification.

Course Completion: This qualification consists of 12 units (8 core units and 4 elective units). Students obtaining a 'competent' result for all units of competency will achieve the BSB50820 Diploma of Project Management certificate. A Statement of Attainment will be issued to students who complete less than the required units for the full qualification.

*Note: Australian College does not guarantee successful completion of the course nor guarantees a particular employment outcome on completion of the qualification.

Career opportunities: Project Contract Manager, Project Leader/team leader, Project Manager (industry specific), Project Vendor Manager.

COURSE DESCRIPTION/SUMMARY

This qualification reflects the role of individuals who apply project management skills and knowledge and knowledge in a variety of contexts, across a number of industry sectors. The job roles that relate to this qualification may include Project Manager and Project Team Leader.

Individuals in these roles have project leadership and management roles and are responsible for achieving project objectives. They possess a sound theoretical knowledge base and use a range of specialised, technical and managerial competencies to initiate, plan, execute and evaluate their own work and/or the work of others.

WORK PLACEMENT (Experience)

This qualification does not require mandatory work placement. However, Australian College recommends students to have access to a real office work environment for them to practice and complete assessment tasks using specific software and equipment.

ENTRY REQUIREMENTS

The training package does not stipulate any mandatory entry requirements for the qualification delivered by this course. However, Australian College has certain admission criteria for this course. Prospective students must:

- be a minimum of 17 years old to be able to work and practice in a business environment;
- provide parent/legal guardian consent, if students are under the age of 18 years at the time of enrolment;
- obtain and provide their Unique Student Identifier (USI) and provide it to Australian College;
- complete the pre-enrolment process including the pre-enrolment Language, Literacy and Numeracy test;
- agree to comply with Australian College policies and procedures as published on the website and outlined in the Student Handbook;

Students must have access to and be able to operate:

- An internet-enabled PC/Laptop or similar running a current operating system (E.g Windows 10 or Mac OSX)
- An audio/video recording device (such as a mobile phone) for the purpose of preparing audio/video assessment recordings
- Microsoft Office (or compatible software)
- Current web browser (e.g., Chrome)
- Adobe Acrobat Reader or another PDF document viewer
- Valid email address

QUALIFICATION PATHWAYS

On successful completion of this qualification, students may choose to undertake further studies in a qualifications of their choice building further on a potential career for the future. Below are listed some Diploma level qualifications that students may choose to continue their studies:

- BSB50120 Diploma of Business
- BSB50420 Diploma of Human Resource Management
- BSB50620 Diploma of Marketing and Communication

TARGET GROUP

Prospective students would see this course as a stepping-stone in their career development, regardless of their current role. It may be a job requirement or a request from and supported by their employer. For some prospective students, undertaking this course may also be at their own initiative, aligning with their personal or professional career objectives.

Prospective students may be:

- Individuals who want to develop skills and knowledge to gain employment in a project management role within a business environment or would like to own their own business;
- Employees who have previously worked in this area but don't have formal recognised qualifications;
- Mature aged workers who want to upskill and improve their employment opportunities.

RECOGNITION OF PRIOR LEARNING (RPL) AND CREDIT TRANSFER

RPL and Credit Transfer is available for all students to consider. Students will be provided with information about RPL and Credit Transfer prior to enrolment. Australian College will recognise the AQF qualifications and statements of attainment issued by other RTO's, upon verification with the issuing organisation.

For more information on RPL and Credit Transfer email us at admin@australiancollege.edu.au.

NSW GOVERNMENT FUNDING

This course is funded by the NSW government under the Smart and Skilled program. For more information and if you qualify for funding, please visit our website at: <https://www.australiancollege.edu.au/smart-and-skilled-funding/>.

WHERE CAN I FIND MORE INFORMATION

It is important to us that prospective students have all the information needed to ensure this is the right course for them and we are the right training provider for them.

Please, visit our website at www.australiancollege.edu.au/ and read our Student Handbook, our policies and procedures for more information needed to make that all-important decision.

Overseas Students Policy

These courses are not available to students on an Overseas Student Visa. As defined in the ESOS Act 2000, 'Overseas students' are not eligible to apply to enrol in these nationally recognised courses, nor are they eligible for certification. Please refer to the Enrolment Terms and Conditions.

Professional Courses

PRM Australian College Diploma of Business (Public Relations, Promotion and Marketing)

COURSE SUMMARY

Course Code:	PRM	Flexible duration:	Up to 12 months																																																																																								
Qualification gained:	Australian College Diploma of Business (Public Relations, Promotion and Marketing)	Study load:	Self-paced																																																																																								
		Start date:	Start anytime																																																																																								
Study mode:	Flexible delivery (including online with some projects/activities and/or skills-based training).																																																																																										
Delivery methods:	This course is delivered using an asynchronous study methodology, utilising online delivery (eLearning) of training materials supported with emails and phone calls with the trainer and assessor, on request.																																																																																										
Assessment method:	Assessments may vary according to each subject, but overall may include the following: <ul style="list-style-type: none">• Knowledge/Theory-based short answer questions• Projects																																																																																										
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Course Modules:

Module 2 – Advertising and Marketing

Reading 1 – Advertising and Direct Marketing

- Introduction
- The structure of the advertising and promotion industry
- Creativity in the advertising or promotional program
- Creating and producing advertising and promotional material
- What is direct marketing?
- The database
- Planning and designing a direct marketing campaign
- The key financial concepts of direct marketing

Reading 2 – Writing for Public Relations 1

- Planning the writing process
- Public relations tools
- Developing the message/ media outline
- Writing internal communication plans
- Writing internal communication publications

Reading 3 – Writing for Public Relations 2

- Effective report writing
- Effective submission writing
- Writing support materials
- Developing direct mail material
- Speech writing
- Corporate identity programs
- Writing effectively for financial applications

Reading 4 – Research Skills and the Market

- Qualitative and quantitative research methods
- The role of the researcher
- Preparing a research proposal
- Data
- Analysing research information
- Presenting research information

Reading 5 – Identifying Marketing Opportunities

- Understanding the business
- Identifying market needs
- Identifying marketing opportunities

Module 3 – Knowing Your Consumers and the Industry

Reading 1 – Profiling the Market - Target Marketing

- Your workplace and strategic planning
- Market segments
- Evaluating potential target markets
- Profiling the target market
- Positioning, planning and implementation

Reading 2 – Analyse Consumer Behaviour

- Consumer attributes
- Buyer decision process
- Features of the product
- Identify and understand your consumers

Reading 3 – Marketing Law and Ethics

- Marketing industry practices – an ethical perspective
- Legal terminology
- Copyright
- Duty of care
- Contract law
- Consumer law
- Privacy laws
- Advertising and consumer demand

Reading 4 – Event Management and Fundraising

- Introduction
- The role of fundraiser
- Researching for success
- Securing a grant
- Marketing for success
- Budgeting and strategy
- Planning the event
- Staging the event

Reading 5 – Breaking into the Industry

- Introduction

ENTRY REQUIREMENTS

The training package does not stipulate any mandatory entry requirements for the qualification delivered by this course.

The student must have access to and have:

- Access to a computer with word processing, PDF reader capabilities and an internet connection
- A good command of written English
- Ability to allocate appropriate study hours per week

Document Review: November 2023



Australian College
Empowering Everyone

If you have any questions about the College, our courses, or need help with enrolment, please contact us.



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