• Learn about Marketing principles and how to implement them
• Develop high levels of customer service
• Develop performing and innovative teams
• Research, analysis and presentation skills

PROGRAM LENGTH

29 weeks (including 6 weeks scheduled breaks)
20 hours/week

START DATES

2017  Jan-9, Jan-23, Feb-6, Feb-20, Apr-10, Apr-24, May-8, May-22, July-10, July-24, Aug-7, Aug-21, Oct-23, Nov-6, Nov-20

On the first day of the course, you will undergo an orientation process where you will receive the information you need to start your studies. Your attendance to this orientation is compulsory.

2016 FEES

Enrolment fee: $200
Material fee: $100
Tuition fee: $3,500

ENTRY REQUIREMENTS

• An overall equivalent of Australia’s Year 12 (minimum high school diploma)
• IELTS 5.5 or equivalent: upper intermediate English certificate, completion of ABS pre entry test
• Students must be at least 18 years old

COURSE SCHEDULE

Lecture
Wednesday, Thursday from 9:30 am to 1:30 pm (Lecture)

Assessment Support (Flexibility to choose most convenient time for student)
• Monday to Thursday from 1:30 pm to 5 pm
• Friday from 9 am to 5 pm

PROGRAM DESCRIPTION

This qualification is suited to those working as administrators and project officers. In this role, individuals 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 responsibility for the output of others.

If you are looking for new career opportunities of formalizing existing skills, this course will provide you new expectations. For those who want further studies, this qualification gives you pathway to the Diploma of Leadership and Management or degree level in the future.

PROGRAM OVERVIEW

Core Units
• Implement and monitor WHS policies

Elective Units
• Organise meetings
• Develop teams and individuals
• Manage budgets and financial plans
• Promote innovation in a team environment
• Coordinate implementation of customer services strategies
• Analyse and present research information
• Identify risk and apply risk management processes
• Undertake Marketing activities

Online Units
• Develop and use complex spreadsheets

*Course units may be subject to change
CERTIFICATE IV IN BUSINESS

Organise meetings - BSBADM405
This unit describes the skills and knowledge required to organise meetings including making arrangements, liaising with participants, and developing and distributing meeting related documentation.

Develop teams and individuals - BSBLED401
This unit describes the skills and knowledge required to determine individual and team development needs and to facilitate the development of the workgroup.

Manage budgets and financial plans - BSBFIM501
This unit describes the performance outcomes, skills and knowledge required to undertake financial management within a work team in an organisation. This includes planning and implementing financial management approaches, supporting team members whose role involves aspects of financial operations, monitoring and controlling finances, and reviewing and evaluating effectiveness of financial management processes in line with the financial objectives of the work team and the organisation.

Promote innovation in a team environment - BSBINN301
This unit describes the skills and knowledge required to be an effective and proactive member of an innovative team.

Develop and use complex spreadsheets - BSBITU402 (online)
This unit describes the skills and knowledge required to use spreadsheet software to complete business tasks and produce complex documents.

Coordinate implementation of customer services strategies - BSBCUS401
This unit describes the skills and knowledge required to advise, carry out and evaluate customer service strategies.

Analyse and present research information - BSBRES401
This unit covers the skills and knowledge required to prepare, deliver and review a presentation to a target audience. This unit applies to individuals who may be expected to make presentations for a range of purposes, such as marketing, training and promotions. They contribute well developed communication skills in presenting a range of concepts and ideas.

Implement and monitor WHS policies BSBWHS401
This unit describes the skills and knowledge required to implement and monitor an organisation’s work health and safety (WHS) policies, procedures and programs in the relevant work area in order to meet legislative requirements.

Identify risk and apply risk management processes BSBRSK401
This unit describes the skills and knowledge required to identify risks and to apply established risk management processes to a defined area of operations that are within the responsibilities and obligations of the role.

Undertake Marketing activities - BSBMKG414
This unit describes the skills and knowledge required to plan, implement and manage basic marketing and promotional activities. It is a foundation unit covering general and basic marketing and promotional activities that do not require detailed or complex planning or implementation.

ASSESSMENTS
All vocational courses are assessed through a combination of assessment types that may include essays, reports, group tasks, portfolios and/or presentations.

ON-LINE UNITS
Online units are delivered through our plate form Catapult and can be completed anytime during your study period. You can contact and get support from your teacher to complete online units.

Apply now www.abs.qld.edu.au