



# KING'S INSTITUTE OF MANAGEMENT & TECHNOLOGY



## BSB40215 Certificate IV in Business

CRICOS Code 086965B

### Course 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.

### Course Duration

This course is offered full time over 30 weeks including holidays on a full time basis.

### Contact Hours

20 hours per week for 24 weeks

*Additionally, students are expected to do at least **10 hours** of individual study per week not limited to research, learning activities and assessment activities utilising the facilities and resources available at KIMT*

### Qualification

Students successfully completing the course will receive the nationally recognised; BSB40215 Certificate IV in Business.

### Tuition Fee

AUD \$6,900

*Fees and Charges are subject to change without prior notice. OSHC Fee and Material Fee will be charged extra.*

*Please refer to Student Handbook on the KIMT Website ([www.kimt.edu.au](http://www.kimt.edu.au)) for itemised list of other costs (as applicable), and estimated living cost in Australia.*

### Training Location

• 74 Annerley Road Woolloongabba, Queensland, 4102 AUSTRALIA  
(Classes as per scheduled timetable)

[kimt.edu.au](http://kimt.edu.au)

**Please note about Role of Agents in Recruiting Students:** Prospective students may contact King's Institute of Management and Technology (KIMT) directly, or the contact may be through an Agent. In all cases the student is provided with all relevant information by KIMT and the complete enrolment process is conducted by KIMT. Where an Agent is involved, the Agent's sole role is to introduce the student to KIMT. The Agent has no role or responsibility in determining the student's eligibility for the relevant qualification or in advising the student on the most suitable course for the student to undertake. If you have any question regarding this, please email at: [admissions@kimt.edu.au](mailto:admissions@kimt.edu.au) immediately.

# BSB40215 Certificate IV in Business

## Business & Management

CRICOS Code 086965B

### Entry Requirements

The Training Package does not specify any entry requirements for this qualification course.

### Age Requirements

KIMT has a requirement that all students must be over 18 years of age at the commencement of course.

### Academic Requirements

To gain entry to this course, applicants should have successfully completed home country equivalent qualification to:

- Australian Year 11 or higher for entry to Certificate III and IV level course

### English Language Requirements

All International Students applying for courses at KIMT must have a minimum English Language proficiency level of one of the below:

**You should qualify in ANY ONE (1) of the following:**

- IELTS overall band of 5.5 or equivalent;
- TOEFL iBT test score band of 46 equivalent or above;
- PTE Academic band score 42 equivalent or above;
- Cambridge English Advanced (CAE) test score band of 47 equivalent or above;
- OET score band Pass equivalent or above;
- Successful completion of Senior Secondary certificate of education in Australia conducted in medium of English;
- Completion of a full time Certificate III level course or above in Australia;
- English as the first language;
- Satisfactory completion of the EAL course or ELICOS course at the appropriate level; OR
- Any other form of assessment or test that satisfies the Institution.

### Teaching Method

This program is delivered in a classroom based environment and also a simulated work place environment if applicable. The delivery may include face to face teaching, lectures, discussions, workshop activities, field trips, research; computer based tasks, home based learning activities, group works, supervised practical sessions.

### Assessments

Assessments comprise of written and/or oral questions, project works including observation, demonstration and role plays.

### Course Structure

#### Units of Competency

Student must complete 10 units including 1 core & 9 elective units listed below:

Code	Title
<b>Core Units</b>	
• BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
<b>Elective Units*</b>	
• BSBCUS401	Coordinate implementation of customer service strategies
• BSBCUS402	Address customer needs
• BSBFIA402	Report on financial activity
• BSBINN301	Promote innovation in a team environment
• BSBITU402	Develop and use complex spread sheets
• BSBITU401	Design and develop complex text documents
• BSBADM405	Organise meetings
• BSBRSK401	Identify risk and apply risk management processes
• BSBSUS301	Implement and monitor environmentally sustainable work practices

*\*Elective units may change dependent on industry advice.*

# kimt.edu.au

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