

BSB40207 Certificate IV in Business

Description:

This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

Job Roles

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Administrator
- Project Officer
- Administration Officer
- Accounts Supervisor
- Executive Personal Assistant

Prerequisite requirements

Preferred pathways for candidates considering this qualification include:

- providing evidence of competency in Certificate III in Business or other relevant qualification/s OR
- with some vocational experience assisting in a range of environments providing administrative or operational support to individuals and/or teams but without a formal business qualification.

Students must be over 18 years old at the time of enrolment.

International students: IELTS 5.5 or equivalent

Course Duration: 28 weeks including 5 weeks holiday

Course Units:

NTIS: BSB40207 CRICOS: 066611E	Certificate IV in Business
BSBOHS407	Monitor a safe workplace
BSBCUS402A	Address customer needs
BSBEBU401A	Review and maintain a website
BSBADM405B	Organise meetings
BSBCMM401A	Make a presentation
BSBLED401A	Develop teams and individuals
BSBMKG413A	Promote products and services
BSBMKG414A	Undertake marketing activities
BSBPMG510A	Manage projects
BSBRISK401A	Identify risk and apply risk management processes



WILLIAMS BUSINESS COLLEGE

(CRICOS Provider Number: 00182M; National Provider: 90684)

1 James Place, North Sydney NSW 2060

Tel: + 61 2 9957 5588 - Fax: + 61 2 9957 5325

BSB50407 Diploma of Business Administration

Description:

This qualification reflects the role of individuals who possess a sound theoretical knowledge base and use a range of specialised, technical or managerial competencies to plan, carry out and evaluate their own work and/or the work of a team.

Job Roles

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Administration Manager
- General Office Manager
- Office Manager.

Prerequisite requirements

Preferred pathways for candidates considering this qualification include:

- Certificate IV in Business or other relevant qualification/s OR
- extensive vocational experience in a range of environments in senior support roles.

Students must be over 18 years old at the time of enrolment.

International students: IELTS 5.5 or equivalent

Course Duration: 28 weeks including 4 weeks holidays

Pathways from the qualification

After achieving the BSB50407 Diploma of Business Administration, candidates may undertake Advanced Diploma of Business or a range of other diploma qualifications.

Course Units:

NTIS: BSB50407 CRICOS: 066610F	Diploma of Business Administration
BSBITB504B	Review Administration Systems
BSBADM502B	Manage meetings
BSBADM501A	Manage Knowledge and Information
BSBADM506B	Manage business document design and development
BSBPMG510A	Manage projects
BSBCUS501A	Manage quality customer service
BSBINM502B	Manage People Performance
BSBWOR502A	Ensure team effectiveness

BSB60407 Advanced Diploma of Management

Description:

This qualification reflects the role of individuals who have senior or managerial responsibilities. They may oversee the work of others or have specialised roles where they do not supervise others but provide strategic leadership.

Job Roles

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Area Manager
- Department Manager
- Regional Manager.

Prerequisite requirements

Candidates may enter the qualification through a number of entry points demonstrating potential to undertake vocational education and training at advanced diploma level, including:

- after achieving a Diploma or other relevant qualification/s OR
- providing evidence of competency in the majority of units required for the BSB51107

Students must be over 18 years old at the time of enrolment.

International students: IELTS 5.5 or equivalent

Course Duration: 28 weeks including 4 weeks holidays

Pathways from the qualification

Direct line managers employment

- Manager or
- Articulation into Bachelor of Business – Management at University.

Course Units:

NTIS: BSB60407 CRICOS: 066613C	Advanced Diploma of Management
BSBINN601A	Manage organisational change
BSBMGT605B	Provide leadership across the organisation
BSBMGT616A	Develop and implement strategic plans
BSBFIM601A	Manage finances
BSBMGT617A	Develop and implement a business plan
BSBMKG609A	Develop a marketing plan
BSBINM601A	Manage Knowledge and Information
BSBRISK501A	Manage risk



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- Your right to sign a written agreement with your provider before or as you pay fees, setting out the services to be provided, fees payable and information about refunds of course money. You should keep a copy of your written agreement.
- Your right to get the education you paid for. The ESOS framework includes consumer protection that will allow you to receive a refund or to be placed in another course if your provider is unable to teach your course.

The ESOS framework sets out the standards Australian education providers offering education services to overseas students must obey. These standards cover a range of information you have a right to know and services that must be offered, including:

- orientation and access to support services to help you study and adjust to life in Australia
- who the contact officer or officers is for overseas students
- if you can apply for course credit
- when your enrolment can be deferred, suspended or cancelled
- what your provider's requirements are for satisfactory progress in the courses you study and what support is available if you are not progressing well
- if attendance will be monitored for your course, and a complaints and appeals process.

One of the standards does not allow another education provider to enrol a student who wants to transfer to another course, but has not completed six months of the final course of study you plan to undertake in Australia. If you want to transfer beforehand you need your provider's permission.

If you are under 18, to ensure your safety, you will be granted a visa only if there are arrangements in place for your accommodation, support and welfare.

Your responsibilities

As an overseas student on a student visa, you have responsibilities to:

- satisfy your student visa conditions
- maintain your Overseas Student Health Cover (OSHC) for the period of your stay
- meet the terms of the written agreement with your education provider
- inform your provider if you change your address
- maintain satisfactory course progress
- if attendance is recorded for your course, follow your provider's attendance policy, and
- if you are under 18, maintain your approved accommodation, support and general welfare arrangements.

Contact details

For information about	Who to contact	How
Policies and procedures that affect you	Student Services Officer	1 James Place, North Sydney NSW 2060, Australia Phone: +612 9957 5588 Web: www.williams.edu.au
Your ESOS rights and responsibilities	Department of Education, Employment and Workplace Relations	ESOS Helpline: +61 2 6240 5069 Website: www.aei.gov.au Email: esosmailbox@dewr.gov.au
Your Visa matters	Department of Immigration and Citizenship	Website: www.immi.gov.au Phone 131 881 in Australia Contact the DIAC office in your country



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application for course extension. The student will be advised to check with the nearest DIAC office for information about the impact of the extension of the course on the student's visa.

Cancellation

WBC may cancel the enrolment of a student if the student:

- is in breach of enrolment conditions
- has been in breach of an WBC rule
- is assessed by the Principal as providing a threat to the well-being of other students or staff
- has being assessed as behaving in a way such as to constitute serious misconduct
- fails to meet the requirements of the course progress policy
- fails to pay tuition fees
- fails to re-enrol

Notice of intention to defer, suspend or cancel enrolment

Where a cancellation is initiated by WBC, the student will receive a notice of intention to cancel enrolment. In each case, the notice will clearly identify that the student will be given 20 working days to access the WBC's internal complaints and appeals process. If an appeal is lodged, WBC will maintain the student's enrolment until the internal appeals process is complete. WBC reserves the right to not provide learning opportunities during this process should it be deemed appropriate.

1. Language Proficiency Requirements

ENGLISH LANGUAGE PROFICIENCY: IELTS 5.5 OR UPPER INTERMEDIATE

Students who do not obtain the required language proficiency level may be denied entry to College until they have achieved the required English language levels. Williams can arrange for you to attend English classes with one of our partner English Colleges

Our mission Statement is:

To strive for excellence in business education, encouraging students to achieve their personal best;

To provide personalised tuition through experienced, qualified and dedicated staff;

To keep abreast of improvements and advances in technology, and offer programs relevant to current employment market standards



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- 3) Alternatively, you may be offered enrolment in a suitable alternative course by WBC at no extra cost to you;
- 4) You have the right to choose whether you would prefer a refund of tuition fees, or to accept a place in another course;
- 5) If you choose placement in another course, we will ask you to sign a document to indicate you accept the placement
- 6) If WBC is unable to provide a refund or place you in alternative course our Tuition Assurance Scheme (TAS) [ACPET TAS] will place you in a suitable alternative course at no extra tuition fee cost to you;
- 7) Finally if ACPET TAS cannot place you in a suitable alternative course, the ESOS Assurance Fund Manager will attempt to place you in a suitable alternative course; or

5. Language Proficiency Requirements

English language proficiency of IELTS 5.5 OR Upper Intermediate English and pass the Williams Business College English test before you begin your studies.

Students who do not obtain the required language proficiency level may be denied entry to College until they have achieved the required English language levels. Williams can arrange for you to attend English classes with one of our partner English Colleges

I have fully read and understood WBC's terms and conditions including the refund and cancellation policy and I agree to abide by them:

NamePlace of Birth:

Signature of Student..... Date: / /

If fees are being paid by another person(s) or company:

I
(Name of person(s) / company paying fees – please print)

declare that I have the financial capacity to meet Course fees and agree to pay these fees as they become due and I have read, fully understood and accept Williams Business College's terms and conditions and I have signed having read the refund and course cancellation policy.

Home country contact details: Address _____

Emergency Contact details: Please provide the details of your next of kin for us to contact in case of emergency