

Why Study at Australian Education

Academy Pty Ltd

Australian Education Academy Pty Ltd is a private Registered Training Organisation (RTO) which has its campuses in Springvale and CBD of Melbourne, Victoria, Australia. We are committed to providing our students with quality training delivery and assessment services in an atmosphere that is both warm and inviting.

Our teachers and staff are all dedicated to help you achieve your training goals by giving friendly and courteous assistance whenever required, and our training programs are innovative, creative and flexible, and designed to suit the needs of students, employers and industry.

Course 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.

To gain the BSB40215 - Certificate IV in Business a successful assessment outcome for the following 10 units must be achieved.

Course Duration:

The course duration is 26 Weeks full time, with a requirement to attend our facility for training for a minimum of 20 hours per week x 22 weeks, with a 4 weeks of term break. The course is delivered over 440 hours of classroom activity and 110 hours of unsupervised learning/own time studies.

Volume of Learning:

The total hours listed is the Amount of Training timetabled for campus based activities that the student is expected to attend. This time covers tuition time and group activities / discussions and some time for agreement on assessments / projects content. For the student to complete all their learning they will have to also spend time outside the formal scheduled activities. In the extra hours a student is expected to allocate time to self-study by way of research, review of existing cases, and multiple sources of information or real live examples and subsequently prepare formal summative assessment material and any other activities to cover the breath of the course. Some of the time may be "on the job" whilst others will be by self-directed learning.

Recognition of Prior Learning and Credit Transfer:

Recognition of Prior Learning (RPL) and Credit Transfer (CR) is the student's opportunity to have their prior skills and/ or competencies recognised. These skills and competencies may relate to units you will undertake as part of this course, and as a

Course requirement

A successful completion of 10 Units (1 Core units and 9 electives) is required to achieve this qualification.

S. No.	Unit Code	Unit Name
CORE		
1	BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
ELECTIVES		
2	BSBADM405	Organise meetings
3	BSBLED401	Develop teams and individuals
4	BSBRES401	Analyse and present research information
5	BSBCUS402	Address customer needs
6	BSBREL401	Establish Networks
7	BSBCM401	Make a presentation
8	BSBMGT502	Manage People Performance
9	BSBMKG413	Promote Products and Services
10	BSBWRT401	Write complex documents



Entry Requirements

The training package has no minimum requirement. AEA has the following minimum requirements that must be met:

Domestic Students

- Entry into this course requires successful completion of an Australian Year 11 qualification or equivalent. However, selection is not based purely on academic performance. Relevant work experience, work samples and other documentation submitted will also be considered.
- In addition to meeting the academic requirements applicants must demonstrate their competence in literacy and numeracy levels when enrolling into the course.
- Mature age students (25+) will also be considered without the minimum education requirements but with relevant work experience within chosen area of study and a demonstrated capacity to meet course requirements. A minimum of 5 years' experience would normally be expected but each case will be reviewed individually with relevant work experience evidenced by work reference letter on company letterhead, work samples and curriculum vitae submitted will be considered.

International Students

Entry in to this course requires IELTS band score of 5.5 or equivalent in line with DIBP regulations

- Satisfactory completion of studies in applicant's home country equivalent to an Australian Year 11 qualification is required for entry into this course.
- Mature age students (25+) will also be considered without the minimum education requirements but with relevant work experience within chosen area of study and a demonstrated capacity to meet course requirements. A minimum of 5 years' experience would normally be expected but each case will be reviewed individually with relevant work experience evidenced by work reference letter on company letterhead, work samples and curriculum vitae submitted will be considered.

result, can exempt you from studying – Please talk to our Administration Staff to obtain full details

Mode of Delivery:

Assessment methods will be gathered by way of written tests, practical assessment and observations

Cost of Course:

Total course tuition fees are AUD 5,350*

- ✓ Students are able to pay the Course fee in full if they wish to, prior to the commencement of the course. However, it may be noted that, it is not the requirement of Australian Education Academy to pay more than 50 per cent up front.
- ✓ Students can work out a more flexible payment plan to pay their tuition fees with Australian Education Academy either on monthly or on a quarterly basis, through a written agreement with Australian Education Academy

*Fees are subject to change without notice.

Commencement Date:

Please contact our office to obtain our course commencement dates.

Refund Policy and Deferments:

Please refer to our Student Handbook available on the website for full details

Delivery Locations:

City Campus

Level 9, 190 Queen Street, Melbourne VIC 3000

Telephone +61 3 9670 8893

Email: info1@aust-education.com.au

Facilities:

- Adequate number of fully equipped Training rooms.

Springvale campus

10 Blislington Street, Springvale VIC 3171

Telephone +61 3 9547 4650 | Fax: +61 3 95474060

Email: info@aust-education.com.au

Facilities:

- Adequate number of fully equipped Training rooms.
- Student amenities include a kitchen with microwave and refrigerator, common room, pool table as well as male and female restroom amenities.

For further information, or to obtain a Student Prospectus and/or Application for Enrolment, please contact our offices above or visit our website: www.aust-education.com.au

Special Admission Requirements

- All students must of the age of 18 years or over at the time of entry into Australia or at the scheduled course commencement, whichever is earlier.
- Learners must meet English language requirements of the qualification or in the absence undertake an LLN test.

Numeracy and Literacy

Where appropriate, (for example an applicant who is a recent arrival in Australia and has completed their schooling in a language other than English) literacy and numeracy will be screened prior to a student being enrolled into the course. Where it is determined that an applicant may not have sufficient English language skills to complete the qualification, they will be provided with two referrals to improve their skills before starting this qualification:

The Victorian AMES for formal assessment, placement and if necessary, specific English Language training: <http://www.ames.net.au/contact>

The Victorian Adult Literacy and Basic Education Council (VALBEC) for assistance. VALBEC is the peak body for the adult literacy and numeracy practitioners in Victoria and have a detailed list of neighbourhood houses, neighbourhood learning centres, TAFE colleges and other providers who offer literacy and numeracy programs and support throughout Victoria

http://www.valbec.org.au/05/contacts/contacts.htm#Yarra_Junction

Employment Opportunities

Graduates with this qualification provides participants with the skills to obtain the following occupational positions such as:

- Accounts Clerk
- Clerk
- Customer Service Advisor
- Legal Receptionist
- Office Administration Assistant
- Word processing operator

Support

Australian Education Academy Pty Ltd undertakes a duty of care towards its study body and offers counselling by qualified professionals as required.

We have Student Support Officers to assist students in adjusting to their new lifestyle and general problems they may have.

Exit points

At any point prior to completion of the program a learner may exit with a Statement of Attainment for one or more Units of Competency that have been assessed as competent. At successful completion of the program candidates will receive a BSB40215 - Certificate IV in Business.