

IS 16.27 Pre-Enrolment Information Sheet

International Students

Certificate IV in Business

Course Code: BSB40120 and CRICOS Code: 109054C

What is a Certificate IV in Business:

- 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 responsibility for the output of others.

How is this Course structured and mode of delivery?

Full time: 52 weeks face to face delivery and assessment, timetabled for 24 hours per week over 3 days per week, on campus (including public holidays and re-assessment and catch-up days).

Campus:

- Level M or 10, 51 Queen Street, Melbourne 3000

What are the course entry requirements?

BSB Training Package entry requirements for this qualification:

- There are no entry requirements identified in the BSB Business Services Training Package Release 8.0 for this qualification

AVETA Entry Requirements for International Students:

International students must be 18 years of age or over at the time of enrolment in this qualification and must have obtained or completed one of the following:

- Have obtained an IELTS band score of at least 5.5 - or equivalent; or 5.0 where the test score is combined with at least 10 weeks ELICOS or 4.5 where the test score is combined with at least 20 weeks ELICOS (<https://www.homeaffairs.gov.au/trav/stud/more/student-visa-english-language-requirements>);
- (Note - IELTS - results are valid for two years only: reference: <https://support.cambridgeenglish.org/hc/en-gb/articles/202838296-How-long-are-my-results-and-certificate-valid-for->); or
- Have completed a Certificate IV, Diploma or Advanced Diploma level Training Package course in Australia; or,
- Have completed any Certificate III or Certificate IV in ESL or EAL from the ESL/EAL Framework (VIC).
- Have completed the ELICOS Course: General English – Intermediate Level

Note – If an International overseas student is unable to provide any of the above evidence at the time of enrolment they will be required to complete AVETA's English Language Proficiency Assessment to ensure that they have the required English proficiency level for the course in which they want to enrol.

All students will undertake a Language, Literacy, and Numeracy (LLN) assessment so that AVETA can determine whether the student needs additional LLN support during their studies.

AVETA uses LLN Robot system which provides a gap analysis as well as recommended activities for the monitoring and evaluation of the support being provided.

AVETA will determine any prior learning of each student with regard to their existing skills, knowledge and experience that the student may have acquired through formal, non-formal and informal learning related to Units of Competency in this qualification in order to determine the amount of training AVETA will provide to each student (as per Clause 1.2, ASQA RTO Standards 2015). If RPL credit is granted, this may result in a shorter course duration for this qualification.

In addition, AVETA before providing credit on the basis of a Testamur, Statement of Attainment or Record of Results that have been provided by a student, AVETA will authenticate the information on these documents (e.g. by contacting the organisation that issued the document and confirming the content is valid).

Assessment Methods:

- There is a range of assessment methods for Units of Competency in the Qualification; such as but not limited to: Projects, Reports, Case Studies, Observations, Portfolio Development and Written Tasks.

Safety & Security after 6pm and Weekends

If you are timetabled to attend classes after 6pm and/or weekends, it is in your own interest to travel to and from your transport in groups (please do not isolate yourself when travelling to and from AVETA's premises)

Application Procedure

Apply directly to AVETA or through AVETA approved Educational Agents.

Pathways from this qualification

Where a student has been deemed competent in some of the units of competency, that they have studied in this course, they may be able to gain RPL towards:

- Diploma of Business
- Advanced Diploma of Business
- Certificate IV in Leadership & Management
- Diploma of Leadership & Management
- Advanced Diploma of Leadership & Management

AVETA also offers Qualifications in Hospitality and Management, specifically:

- Certificate III in Commercial Cookery
- Certificate IV in Commercial Cookery
- Diploma of Hospitality Management
- Advanced Diploma of Hospitality Management
- Certificate IV in Leadership and Management
- Diploma of Leadership and Management
- Advanced Diploma of Leadership and Management
- Graduate Diploma of Management (Learning)

Deferral, Suspension and Cancellation

Please refer to AVETA's Deferral, Suspension and Cancellation Policy for further information; available online or at our Queen St Campus.

Refunds and Fees Protection

Please refer to AVETA's Refund Policy and Procedure as well as the Student Fees Protection Policy for further information; available online, in your Student Handbooks or at our Queen St Campus.

Student Support Services

AVETA offers a range of Student Support Services upon request that cater to the needs of all students, including career counselling, resume writing and IT support.

WHERE CAN I GET FURTHER INFORMATION?

Mezzanine Floor, 51 Queen Street, Melbourne 3000

Phone: **03 9629 8835**

Or visit AVETA's website at www.aveta.edu.au

UNITS OF COMPETENCY

BSB40120: Certificate IV in Business	
Unit Code	Unit Description
Core Units	
BSBWHS411	Implement and monitor WHS policies, procedures and programs
BSBCRT411	Apply critical thinking to work practices
BSBTEC404	Use digital technologies to collaborate in a work environment
BSBTWK401	Build and maintain business relationships
BSBWRT411	Write complex documents
BSBXCM401	Apply communication strategies in the workplace
Elective Units	
BSBOPS405	Organise meetings
BSBOPS404	Implement customer service strategies
BSBHRM413	Support the learning and development of teams and individuals
BSBOPS403	Apply business risk management processes
BSBPEF502	Develop and use emotional intelligence
BSBPEF403	Lead personal development
The above Units of Competency in this Qualification will be timetable over 52 weeks (Including public holidays and re-assessment and catch-up days)	

AVETA's Course Progress Monitoring Strategy - Under the ESOS Act, the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018) – Standard 8 Overseas student visa requirements: AVETA will:

- Clearly outline and inform overseas student before they commence this course, of the requirement to achieve satisfactory course progress; by attending all timetabled classes.
- AVETA will use its Web-site, Education Agents, Brochure and Pre-enrolment Information Sheets (for each course on its scope of registration) to inform prospective students of this requirement
- Ensure that expected duration of study specified in the overseas student's CoE will not exceed the CRICOS registered duration for this course i.e. 52 weeks.
- Monitor overseas students' course progress for this course (in which the overseas student is enrolled) to ensure the overseas student is in a position to complete their course within the expected duration specified on the overseas student's CoE.
- AVETA's Trainer/Assessor responsible for a group of enrolled overseas students will regularly monitor course progress of their students
- identify, notify and assist an overseas student at risk of not meeting their course progress requirements, in sufficient time for students to achieve satisfactory course progress, where there is evidence from the overseas student's Assessment Tasks (i.e. not submitting all the evidence for a Unit of Competency by the timetabled end date for a Unit of Competency) that this determines that the overseas student is at risk of not meeting this requirements i.e. the overseas being unlikely to complete their course within the expected duration specified on the overseas student's CoE.
- AVETA's Trainer/Assessor responsible for a group of enrolled overseas students will initiate AVETA's Intervention strategy for these students to assist them so that they can complete their course within the expected duration specified on the overseas student's CoE. The Trainer/Assessor will initially utilise the re-assessment and catch-up days provided in each timetable for this purpose. The Intervention strategy will be documented, signed and dated and placed on the particular overseas student's file; with a copy provided to the student.
- Continue to assess the overseas student and if they continue to be at risk of not meeting their course progress and attendance requirements, AVETA will give the overseas student a written notice as soon as practicable which:
- Will notify the overseas student that AVETA intends to report the student for unsatisfactory course progress; and will inform the student of the reasons for the intention to report; and will advise the student of their right to access AVETA's complaints and appeals process, in accordance with Standard 10 (Complaints and appeals), within 20 working days.
- Only report unsatisfactory course progress or in PRISMS in accordance with section 19(2) of the ESOS Act if:
 - the internal and external complaints processes have been completed and the decision or recommendation supports AVETA, or
 - the student has chosen not to access the internal complaints and appeals process within the 20 working day period, or
 - the student has chosen not to access the external complaints and appeals process, or
 - the overseas student withdraws from the internal or external appeals processes by notifying AVETA in writing.
 - AVETA may decide not to report the overseas student if the student is maintaining satisfactory course progress.
- With regards to the ESOS Regulations 2019 (from 1 October 2019), where a student has breached a condition of their student visa with respect to course attendance or progress requirements; AVETA will give the following information in the Provider Registration and International Student Management System (PRISMS) specifically - the student's contact details, their residential address in Australia and their residential address overseas.
- Not extend the duration of an overseas student's enrolment if the overseas student is unable to complete the course within the expected duration, unless:
 - there are compassionate or compelling circumstances, as assessed by AVETA on the basis of demonstrable evidence, or
 - where AVETA has implemented, or is in the process of implementing, an intervention strategy for the overseas student because the overseas student is at risk of not meeting course progress requirements, or
 - an approved deferral or suspension of the overseas student's enrolment has occurred under Standard 9 (Deferring, suspending or cancelling the overseas student's enrolment).
- If AVETA extends the duration of the student's enrolment, AVETA will advise the student to contact Department of Home Affairs to seek advice on any potential impacts on their visa, including the need to obtain a new visa.