

# **Study Business**

## **at Barkly International College**



Business qualifications reflect the role of individuals with substantial experience in a range of settings who are seeking to further develop their skills across a wide range of business functions. This qualification is also suited to the needs of individuals with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to develop in order to create further educational and employment opportunities.

- **BSB40215**  
**CERTIFICATE IV IN BUSINESS**
- **BSB50215**  
**DIPLOMA OF BUSINESS**



NATIONALLY RECOGNISED  
TRAINING

### **NORTH MELBOURNE CAMPUS**

14/65 Mark Street, North Melbourne, Victoria 3051

**Ph:** (03) 9600 2996, (03) 9606 0568

**Email:** [info@barklycollege.com](mailto:info@barklycollege.com)

**Web:** [www.barklycollege.com](http://www.barklycollege.com)

Barkly International College Pty Ltd T/A Barkly International College.  
CRICOS No.: 03136D | RTO No.: 22238 | ABN: 22 132 320 195

**BARKLY**



**Barkly  
International  
College**

CRICOS No.: 03136D | RTO No.: 22238

## BSB40215 - CERTIFICATE IV IN BUSINESS

**Course Duration** : 26 weeks  
**Delivery Hours** : 420 Hours

### Employment Pathway

Provides participants with the skills to obtain the following occupational position as a team leader, project leader or to start their own business.

Unit Code	Unit Description
<b>Core Unit</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
BSBCUS403	Implement customer service standards
BSBCM401	Make a presentation
BSBMKG413	Promote products and services
BSBMGT401	Show leadership in the workplace
BSBMGT402	Implement operational plan
BSBMGT403	Implement continuous improvement
BSBHRM405	Support the recruitment, selection and induction of staff

### Intake Dates

Monthly intakes for International students occur on the 15th of every month.

### Recognition of Prior Learning (RPL)

Recognition of Prior Learning and credit for prior studies is available to all students who wish to apply. For further information please contact [info@barklycollege.com](mailto:info@barklycollege.com).

### Fees

No application or enrolment fees apply.  
For further information on fees please contact [info@barklycollege.com](mailto:info@barklycollege.com).

## BSB50215 - DIPLOMA OF BUSINESS

**Course Duration** : 26 weeks  
**Delivery Hours** : 480 Hours

### Employment Pathway

Provides participants with the skills to obtain the following occupational position as a qualified Manager, Executive Officer or Supervisor.

Unit Code	Unit Description
BSBHRM506	Manage recruitment selection and induction processes
BSBADM506	Manage business document design and development
BSBWOR502	Lead and manage team effectiveness
BSBRISK501	Manage risk
BSBMGT502	Manage people performance
BSBPMG522	Undertake project work
BSBADM502	Manage meetings
BSBWOR501	Manage personal work priorities and professional development

### Entry Requirements

- ▶ All students must be 18 years of age or over at the time of applying for admission at Barkly International College.
- ▶ 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 12 qualification is required for entry into all courses. or
- ▶ Mature age students 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.
- ▶ A Language, Literacy, Numeracy, (LLN) assessment must be undertaken by all International Students to assign them into the correct course level.

### NORTH MELBOURNE CAMPUS

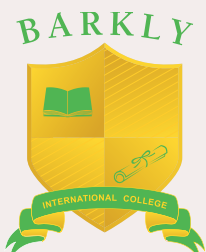
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