COURSE INFORMATION
NATIONAL CODE: BSB40215
CRICOS CODE: 086961F

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 delivered over 26 weeks in 2 terms including 5 weeks of holidays. Classes are scheduled for 20 hours per week.

CAREER OPPORTUNITIES
This course provides you with the opportunity to be employed in the following job roles:
- Administrator
- Project Officier
This course may also suit those students 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.

ENTRY REQUIREMENTS
Those students who wish to undertake this course should meet the following academic and English language requirements.
Academic:
- Completion of Australian year 11 or equivalent & demonstrated knowledge, skills and experience in business and sales.

English Language:
- Upper-intermediate Level of English or
- IELTS Test Score of 5.0 or
- TOEFL iBT Test Score of 35 or
- PTE Academic Test Score of 36 or
- Cambridge English: Advanced (CAE) Test Score of 41 or
- OET Pass Grade or
- TOEFL PBT Test Score of 500
- Completion of Certificate III in EAL

Please note that you are required to meet the Department of Immigration and Border Protection (DIBP) English language requirements for student visa applications, which may differ from the aforementioned course entry requirements. Please refer to www.border.gov.au to find out the assessment level for your country and to determine the required level of English that you should possess.

PATHWAYS INTO THE QUALIFICATION
You may enter the qualification through a number of entry points including:
- BSB30115 Certificate III in Business/Business Administration or
- other relevant qualification or
- With substantial experience in retail or small business or experience any in other type of business

PATHWAYS FROM THE QUALIFICATION
After achieving this qualification you may choose to undertake Diploma of Business or any other studies at higher education level in the relevant area of study.

STUDY & ASSESSMENT MODE
This course is delivered on face-to-face class-room based. Various structured activities and industry excursions are included to provide opportunity to explore the real business world. Assessment is competency based.

COURSE FEE
Full Course Fee: (AUS) $4,500 inclusive of all learning materials
**UNITS**

To be able to achieve this qualification, students must successfully complete the following units:

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<tr>
<th>Unit Code</th>
<th>Unit Title</th>
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<tbody>
<tr>
<td>BSBLED401</td>
<td>Develop teams and individuals</td>
</tr>
<tr>
<td>BSBCMM401</td>
<td>Make a Presentation</td>
</tr>
<tr>
<td>BSBRSK401</td>
<td>Identify risk and apply risk management processes</td>
</tr>
<tr>
<td>BSBADM409</td>
<td>Coordinate business resources</td>
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<tr>
<td>BSBMKG414</td>
<td>Undertake marketing activities</td>
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<td>BSBINN301</td>
<td>Promote Innovation in a team environment</td>
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<td>BSBCUS401</td>
<td>Coordinate Implementation of Customer Service Strategies</td>
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<td>BSBFIA402</td>
<td>Report on Financial Activity</td>
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<td>BSBMKG413</td>
<td>Promote products and services</td>
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<tr>
<td>BSBWHS401</td>
<td>Implement and Monitor WHS Polices Procedure and Programs to meet legislative requirement</td>
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