



- Learn how to lead and guide others in administrative tasks and project setting
- Build skills to solve unpredictable problems and situations
- Find more innovative ways to research solutions

CRICOS COURSE CODE: 096038C

Campus

Brisbane, Sydney, Melbourne

Program Length

64 weeks* (20 hours/week)

Includes 6 hours/week online study +
14 hours/week in class study

**48 weeks study + maximum 16 weeks scheduled breaks
Length of the program may vary from 60 to 64 weeks
depending on the start date.*

Schedules

64 weeks

Weekday: Brisbane, Melbourne

Weekend: Brisbane, Sydney

2020 Start Dates

Jan 6, Mar 9, Apr 20, Jun 22, Aug 3,

Oct 5, Nov 16

SCHEDULED BREAKS

Feb 17 – Mar 6, Jun 1 – Jun 19,

Sep 14 – Oct 2, Dec 28 – Jan 1, 2021

2020 Fees

Registration fee:	\$230
Material fees:	\$280
Tuition 64 weeks:	\$12,000

*RPL & Credit Transfer must be applied for upon enrolment
Late submission fee: \$50**

** All fees in Australian Dollars, payment by installment is
available on request and approval*

Entry Requirement

- An equivalent of Australia's Year 10 school certificate. This qualification is suited to students with some experience in administration, whom use their skills and knowledge to analyse information.
- International students must meet a minimum language requirement of IELTS 5.0 with a minimum band score of 5.0. TOEIC 600 with a minimum reading score of 300. Direct entry is available through ILSC Intermediate 2 and above.
- Students must be at least 18 at the commencement of studies.

Program Description

If you have already had previous administration experience, this qualification is perfect for you. The Certificate IV in Business (BSB40215) will help you build on your skills and knowledge to apply solutions to a range of unpredictable business problems. Advance your analytical skills by establishing a practice to gather information from a variety of sources. At the end of this qualification you will feel confident to provide leadership and guidance to others, and will have solid problem solving skills.

Study Schedule/Delivery Mode

In all of our programs, you will build a timetable which combines 6 hours per week of online study and 14 hours per week of in-class study. The online study component includes exercises, discussion forums, and resources to help with assignments and to provide foundational academic and learning skills. In-class study schedules combine the core lecture with foundation skills and PASS classes.

You must attend both lectures, as each lecture covers different content. PASS classes are Practical Assessment Support Sessions. In PASS classes, you will meet with your trainer to discuss any questions you may have about study or assessments. Foundation Skills sessions help you build language and other skills for business. You will learn to speak and present ideas with confidence. Topics include running meetings, writing business emails, negotiating and giving presentations.

Weekday Schedule – Sample*

HOURS	MONDAY	TUESDAY
1:15 PM-3:15 PM	Foundation Skills	PASS
3:30 PM-5:30 PM	PASS	Foundation Skills
6:00 PM-9:00 PM	Lecture	Lecture

** Schedules may vary.*



Certificate IV in Business (BSB40215) units

COURSE NAME	DESCRIPTION
IMPLEMENT AND MONITOR WHS POLICIES, PROCEDURES AND PROGRAMS TO MEET LEGISLATIVE REQUIREMENTS (BSBWHS401)	Learn how to implement and monitor an organisation's work health and safety (WHS) policies, procedures and programs to meet legislative requirements. You'll also develop skills to provide creative solutions to unpredictable WHS problems through analysing and evaluating information from a variety of sources.
COORDINATE BUSINESS RESOURCES (BSBADM409)	Learn how to coordinate and manage business resources. You'll learn how to analyse resource needs, acquire and allocate resources, and monitor and report on resource allocation and usage.
ADDRESS CUSTOMER NEEDS (BSBCUS402)	Learn how to manage ongoing customer relationships. Learn how to help customers articulate their needs, and manage networks to ensure customer needs are addressed. You will learn to advise on customer service needs, support implementation of customer service strategies and evaluate and report on customer service.
PROMOTE INNOVATION IN A TEAM ENVIRONMENT (BSBINN301)	This unit describes the skills and knowledge required to be an effective and proactive member of an innovative team.
PROMOTE PRODUCTS AND SERVICES (BSBMKG413)	This unit describes the skills and knowledge required to coordinate and review the promotion of an organisation's products and services. <i>Replaces unit BSBLED401 Develop teams and individuals.</i>
UNDERTAKE MARKETING ACTIVITIES (BSBMKG414)	This unit describes the skills and knowledge required to plan, implement and manage basic marketing and promotional activities. It is a foundation unit covering general and basic marketing and promotional activities that do not require detailed or complex planning or implementation.
UNDERTAKE PROJECT WORK (BSBPMG522)	This unit describes the skills and knowledge required to undertake a straightforward project or a section of a larger project. It covers developing a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learned for application to future projects.
ESTABLISH NETWORKS (BSBREL401)	This unit describes the skills and knowledge required to develop and maintain effective work relationships and networks through relationship building and negotiation skills required by workers within an organisation as well as freelance or contract workers.
IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES (BSBSUS401)	This unit describes the skills and knowledge required to effectively analyse the workplace in relation to environmentally sustainable work practices and to implement improvements and monitor their effectiveness.
MAINTAIN BUSINESS RESOURCES (BSBADM311)	Learn about businesses processes and their role in maintaining business resources. <i>Replaces unit BSBRSK401 Identify risk and apply risk management processes.</i>

GREYSTONE COLLEGE TRAINING FACILITIES AND RESOURCES

Greystone College campuses are fully equipped with all the resources and facilities required to successfully undertake this program including computer labs, software, free WIFI, photocopiers, charging stations, and student lounge. It is highly recommended you bring your own laptop (device) to enhance your campus experience. All course resources are available to students via their personal login to the Learning Management System (Moodle). Students can track their progress and academic success.

BOOTCAMP

Bootcamp is a free service designed to keep you on track. Juggling a busy lifestyle with study and work can be tough; our free Bootcamp program is available to help students catch up on assessments if they fall behind.

COURSE RESOURCES

The Online Course Resource Library provides students with informative links and information. Resources are easily searched by course unit or topic, and make your learning easier. On the Online Learning Management System (LMS), all class assessments, student work books, and extra resources that support class delivery are available for download. Test and assessment results are posted in student files. Students can use the LMS to message other students in their classes or their trainer if they have questions or want to connect.

ASSESSMENTS

All units studied in this qualification will be assessed in at least 3 different ways. Assessments will consist of a mix of quizzes, projects, case studies, presentations, and questions.

COURSE COMPLETION

Students obtaining a 'Competent' result for all units studied will be issued a 'Qualification' – Certificate IV in Business (BSB40215) issued by Greystone College. Should a student not complete the full qualification, a 'Statement of Attainment' will be issued for the units which the student is deemed 'Competent'.

RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER

RPL and Credit Transfer can be applied for at the time of enrolment or during the orientation. Please refer to Greystone College website or VET Student Handbook for more information.

WHAT IS NATIONALLY RECOGNISED TRAINING



All Greystone College programs are Nationally Recognised Training. The Nationally Recognised Training (NRT) logo is a distinguishable mark of quality for promoting and certifying national vocational education and training leading to Australian Qualifications Framework (AQF) qualifications or Statements of Attainment.

For policies and procedures around: deterring, suspending, or canceling enrollment; refunds; complaints and appeals; tracking attendance and academic progression, please refer to our website: <https://www.greystonecollege.com.au/policies>

Greystone College Pty Ltd partners with local and global agents to engage with prospective students. Please see the list on our website under Policy and Procedures for details.

ONLINE LEARNING SUPPORT MEASURES FOR GREYSTONE COLLEGE STUDENTS



Why is Greystone College Australia delivering classes online?

Due to the COVID-19 pandemic, Greystone College has had to shift its delivery of VET courses from on-campus to online. This shift, which occurred from the week of 23 March 2020, will continue until at least October 2020 as Greystone College assesses government guidelines and directives.

How can I access my online VET courses?

Delivery of lectures and support classes are provided using professional ZOOM webinar technology. The technology allows students and trainers to screen share content, use on screen whiteboards, use breakout rooms for group based learning activities or private conversations, manage in class polls and debates, trainer to student or student to student chat functions and much more.

What equipment do I need to join online?

Greystone College students can participate in the online courses using a smartphone, laptop or tablet. They also need an internet connection to connect in.

Greystone College uses MOODLE as its Learner Management System, which all students have access to once they commence their program. Classes are delivered remotely using ZOOM as its platform.

If a student does not have the necessary equipment to join online classes, the college may be able to support the student with on-campus equipment.

Greystone College students receive a free Microsoft Office subscription, and this allows them to have access to all the MS suite of products, including Word, Excel, PowerPoint and TEAMS.

How should I complete assessments?

How about observations and role-plays?

Assessments are delivered using our customised Learning Management System, Moodle. Students are able to access all topic content online, and provide written responses using fillable PDF documents and templates to deliver individual and group-based assessment. If students are not able to access these documents online, PDF print-outs can be made available.

Students are also required to demonstrate knowledge of assessments through trainer observations during webinars as part of their final grade. Observations might include a group activity such as a presentation, or individual role play simulation. Grades and detailed assessment feedback are allocated to students via Moodle allowing students to manage their course progress.

Who can I talk to if I have a problem?

Greystone College students have access to student support via email, phone or in-person at the campus.