

Career Opportunities:

Customer Service Officer
Administrator
Project Officer

How do I Enrol?

- Through your local Education Agent
- Email AGB at:
international@agb.edu.au
Visit the www.agb.edu.au for more information.

Payment Options:

If a student enrolls into a second program, AGB will waive the Application Fee and the Administration Fee for the second program, a saving of \$600 dollars 50% of the Tuition Fee and Application Fee must be paid prior to the issuing of the Confirmation of Enrolment. Two weeks prior to the commencement of the program where applicable the amenities and resources fee must be paid.

AGB Training currently offers Certificate IV in Business.

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.

Mode of Delivery:

Classroom, Blended, Workplace

Assessment:

Methods of assessment may include:

- Knowledge Evidence
- Direct demonstration and observation
- Portfolios
- Projects
- Role plays, case studies and presentations

Pathways:

On successful completion students will have the knowledge and skills required for further training pathways from this qualification include a range of Diploma level qualifications within the BSB Business Services Training Package or other Training Packages

Course Duration: 26 weeks **Duration inclusive of Holidays:** 39 weeks

Course Fees:

Application Fee: \$100

Amenities: \$200

Administration: \$500

Resources: \$200

Tuition: \$3,800

Total Fees: \$4,800

Entry Requirements:

There are no AQF Pre Requisites for this qualification. The applicant will be required to successfully complete a Language Literacy and Numeracy (LLN) assessment and a Pre-Training Review. Students are required to have a minimum Year 10 English score or for international students a minimum 5.5 International English Language Testing System (IELTS) score.

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RTO 21832 CRICOS 03356C

For current policy, procedures, fees and funding eligibility relating to this course please visit our website www.agb.edu.au

Packaging Rules:

To achieve this qualification, the candidate must demonstrate a competency in 10 units of competency (1 core units and 9 elective units)

Course Program

Risk and WHS

Core	BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
Elective	BSBRSK401	Identify risk and apply risk management processes

Sustainable Work Practices

Elective	BSBSUS401	Implement and monitor environmentally sustainable work practices
Elective	BSBWRT401	Write complex documents

Interaction and Networking

Elective	BSBRELE401	Establish networks
Elective	BSBCUS401	Coordinate implementation of customer service strategies

Innovation and Team Building

Elective	BSBINN301	Promote innovation in a team environment
Elective	BSBHRM405	Support the recruitment, selection and induction of staff
Elective	BSBLED401	Develop teams and individuals

Report Finances

Elective	BSBFIA402	Report on financial activity
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RPL and Credit Transfer:

For information about Recognition of Prior Learning (RPL) and/or Credit Transfers please contact AGB Training or visit our website. <https://www.agb.edu.au/international-students/enrol>

Modes of Delivery/Training Locations

31 Barwon Terrace, South Geelong, Vic 3220

Extra - These units are above the minimum requirements for this course. They have been selected in consultation with industry to meet needs for industry.

Disclaimer: AGB Training has endeavoured to ensure that the information contained in this publication is correct at the time of printing.

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