

CRICOS Code    Qualification Code

**086958A / BSB40215 Certificate IV in Business**

**087230M / BSB50215 Diploma of Business**



The Business programs at EIP are for people who want to develop the knowledge and skills needed to effectively lead and manage a business operation in a wide range of contexts.

These comprehensive and practical courses focus on a cross section of business operations, including workforce management, networking and relationship building, human resources and recruitment, effective project management, implementing customer service standards and producing marketing and promotional campaigns.

## Entry Requirements

Minimum education level: Year 12 or equivalent with a sound achievement in English or an English level of IELTS 5.5. Students who lack these requirements will need to pass an EIP Language, Literacy and Numeracy entrance test prior to their enrolment being accepted.

**EIP does not accept applications from students under 18 years of age.**

## Recognition of Prior Learning (RPL)

There are no RPL arrangements for this course at EIP.

## Credit Transfer

You may be eligible for credit transfer if you have previously undertaken training through a Registered Training Organisation. Credit transfer may be granted for one or more units or a full certificate level. Three major factors need to be considered: How current the qualification is, does the matter previously studied map to the current version of the course or unit, and if the training was undertaken with an Australian Registered Training Organisation. If you think you may be eligible for credit transfer you will need to provide the following: A certified copy of the original statement of attainment and/or certificate is to be provided for a credit transfer.

## Course Outlines

Both courses are delivered face to face, 20 hours per week over 2 days, 8:30am to 7:30pm.  
There are 20 teaching weeks and up to 4 weeks holidays; total – 24 weeks.

### Certificate IV in Business Units of Competency

BSBWHS401A Implement And Monitor WHS Policies, Procedures And Programs To Meet Legislative Requirements (Core)

BSBCUS401B Coordinate implementation of customer service strategies (Elective)

BSBINN301A Promote innovation in a team environment (Elective)

BSBLED401A Develop teams and individuals (Elective)

BSBMKG413A Promote products and services (Elective)

BSBMKG414B Undertake marketing activities (Elective)

BSBREL401A Establish networks (Elective)

BSBRES401A Analyse and present research information (Elective)

BSBADM405B Organise meetings (Elective)

BSBWRT401A Write complex documents (Elective)

### Diploma of Business Units of Competency

BSBADV507B Develop a media plan (Elective)

BSBADM502B Manage meetings (Elective)

BSBADM504B Plan or review administration systems (Elective)

BSBHRM501B Manage human resources services (Elective)

BSBHRM513A Manage workforce planning (Elective)

BSBHRM506A Manage recruitment, selection and induction processes (Elective)

BSBMKG501B Identify and evaluate marketing opportunities (Elective)

BSBPMG522A Undertake project work (Elective)

## How to Apply

**Applications for this program can be made through our website [www.eip.edu.au](http://www.eip.edu.au)**

Alternatively contact or visit EIP International College.