

BSB40120

CERTIFICATE IV IN BUSINESS



ALTEC College



COURSE OVERVIEW

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have supervisory performance accountabilities.

Individuals in these roles carry out a mix of specialist and moderately complex administrative or operational tasks that require self-development skills.

They 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.



Campus Location
Melbourne (VIC)



Course Duration
52 weeks
(Including Holiday)



Contact Hours
40 contact weeks
(20 hours per week)



Tuition Fee:

<https://www.altec.edu.au/altec-student-fee/>

ENTRY REQUIREMENTS

- ✓ Completion of Year 12 or equivalent
- ✓ International: IELTS 5.5 with a minimum 5.0 in each band, or equivalent TOEFL iBt 46, TOEFL PBT 527, or PTE 42
- ✓ At least 18 years of age at the commencement of the course

BSB40120

CERTIFICATE IV IN BUSINESS



ALTEC College

COURSE STRUCTURE

Students must complete all the required units to attain this qualification

UNIT CODE	TITLE	TYPE
BSBCRT411	Apply critical thinking to work practices	Core
BSBTEC404	Use digital technologies to collaborate in a work environment	Core
BSBTWK401	Build and maintain business relationships	Core
BSBWHS411	Implement and monitor WHS policies, procedures, and programs	Core
BSBWRT411	Write complex documents	Core
BSBXCM401	Apply communication strategies in the workplace	Core
BSBPEF401	Manage personal health and wellbeing	Elective
BSBPEF402	Develop personal work priorities	Elective
BSBOPS403	Apply business risk management processes	Elective
BSBOPS402	Coordinate business operational plans	Elective
BSBSTR402	Implement continuous improvement	Elective
BSBMKG433	Undertake marketing activities	Elective

PRE-ENROLMENT & NEEDS ANALYSIS

As per our Admission and Enrolment Policy and Procedure, ALTEC College conducts pre-enrolment Client Needs Analysis to determine course suitability, existing skills and knowledge and an early detection of any learning needs. A pre-enrolment interview may also be conducted.

RPL and credit transfer opportunities are provided at the time of enrolment, and an option for students to apply during their studies.

ACADEMIC PATHWAYS

Pathways into the qualification

Candidates may enter the qualification through a number of entry points including:

- ✔ Certificate III in Business or other relevant qualification/s
- ✔ With vocational experience assisting in a range of environments providing administrative or operational support to individuals and/or teams but without a formal business qualification

Pathways from the qualification

After achieving this qualification candidates may undertake:

- ✔ BSB50120 Diploma of Business
- ✔ A range of Diploma level qualifications within the BSB Business Service Training Package, or other Training Packages

BSB50120

DIPLOMA OF BUSINESS



ALTEC College



COURSE OVERVIEW

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have frontline management accountabilities.

Individuals in these roles carry out moderately complex tasks in a specialist field of expertise that requires business operations skills. They may possess substantial experience in a range of settings, but seek to further develop their skills across a wide range of business functions.



Campus Location
Melbourne (VIC)



Course Duration
52 weeks
(Including Holiday)



Contact Hours
40 contact weeks
(20 hours per week)



Tuition Fee:
<https://www.altec.edu.au/altec-student-fee/>

ENTRY REQUIREMENTS

- ✓ Completion of Year 12 or equivalent
- ✓ International: IELTS 5.5 with a minimum 5.0 in each band, or equivalent TOEFL iBt 46, TOEFL PBT 527, or PTE 42
- ✓ At least 18 years of age at the commencement of the course

BSB50120

DIPLOMA OF BUSINESS



ALTEC College

COURSE STRUCTURE

Students must complete all the required units to attain this qualification

UNIT CODE	TITLE	TYPE
BSBCRT511	Develop critical thinking in others	Core
BSBFIN501	Manage budgets and financial plans	Core
BSBOPS501	Manage business resources	Core
BSBSUS511	Develop workplace policies and procedures for sustainability	Core
BSBXC501	Lead communication in the workplace	Core
BSBPEF501	Manage personal and professional development	Elective
BSBMKG546	Develop social media engagement plans	Elective
BSBOPS505	Manage organisational customer service	Elective
BSBOPS503	Develop administrative systems	Elective
BSBHRM525	Manage recruitment and onboarding	Elective
BSBPMG430	Undertake project work	Elective
BSBOPS504	Manage business risk	Elective

PRE-ENROLMENT & NEEDS ANALYSIS

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RPL and credit transfer opportunities are provided at the time of enrolment, and an option for students to apply during their studies.

ACADEMIC PATHWAYS

Pathways into the qualification

Candidates may enter the qualification through a number of entry points including:

- ✓ Certificate IV in Business or other relevant qualification/s
- ✓ With vocational experience assisting in a range of environments providing administrative or operational support to individuals and/or teams but without a formal business qualification

Pathways from the qualification

After achieving this qualification candidates may undertake:

- ✓ BSB60120 Advanced Diploma of Business
- ✓ Bachelor of Business and related programs in most higher education institutions



ALTEC College

BSB50420

DIPLOMA OF LEADERSHIP & MANAGEMENT



COURSE OVERVIEW

This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts.

Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements.

They may plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.



Campus Location
Melbourne (VIC)



Course Duration
52 weeks
(Including Holiday)



Contact Hours
40 contact weeks
(20 hours per week)



Tuition Fee:
<https://www.altec.edu.au/altec-student-fee/>

ENTRY REQUIREMENTS

- ✓ Completion of Year 12 or equivalent
- ✓ International: IELTS 5.5 with a minimum 5.0 in each band, or equivalent TOEFL iBt 46, TOEFL PBT 527, or PTE 42
- ✓ At least 18 years of age at the commencement of the course

BSB50420

DIPLOMA OF LEADERSHIP & MANAGEMENT



ALTEC College

COURSE STRUCTURE

Students must complete all the required units to attain this qualification

UNIT CODE	TITLE	TYPE
BSBCMM511	Communicate with influence	Core
BSBCRT511	Develop critical thinking in others	Core
BSBLDR523	Lead and manage effective workplace relationships	Core
BSBOPS502	Manage business operational plans	Core
BSBPEF502	Develop and use emotional intelligence	Core
BSBTWK502	Manage team effectiveness	Core
BSBLDR522	Manage people performance	Elective
BSBSTR502	Facilitate continuous improvement	Elective
BSBSTR501	Establish innovative work environments	Elective
BSBTWK501	Lead diversity and inclusion	Elective
BSBHRM523	Coordinate the learning and development of teams and individuals	Elective
BSBTWK503	Manage meetings	Elective

PRE-ENROLMENT & NEEDS ANALYSIS

As per our Admission and Enrolment Policy and Procedure, ALTEC College conducts pre-enrolment Client Needs Analysis to determine course suitability, existing skills and knowledge and an early detection of any learning needs. A pre-enrolment interview may also be conducted.

RPL and credit transfer opportunities are provided at the time of enrolment, and an option for students to apply during their studies.

ACADEMIC PATHWAYS

Pathways into the qualification

Candidates may enter the qualification through a number of entry points including:

- ✓ Certificate IV in Leadership and Management or other relevant qualification/s
- ✓ With vocational experience but without formal supervision or management qualification

Pathways from the qualification

After achieving this qualification candidates may undertake:

- ✓ BSB60420 Advance Diploma of Leadership and Management or other Advance Diploma qualifications

BSB60120

ADVANCED DIPLOMA OF BUSINESS



ALTEC College



COURSE OVERVIEW

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have general management accountabilities.

Individuals in these roles carry out complex tasks in a specialist field of expertise. They may undertake technical research and analysis, and will often contribute to setting the strategic direction for a work area.

The qualification is suited to individuals who are responsible for the supervision and leadership of a team or work area (including by managing staff performance and making staffing decisions).



Campus Location
Melbourne (VIC)



Course Duration
52 weeks
(Including Holiday)



Contact Hours
40 contact weeks
(20 hours per week)



Tuition Fee:

<https://www.altec.edu.au/altec-student-fee/>

ENTRY REQUIREMENTS

- ✓ Successful completion of a Diploma level qualification or above from the BSB Training Package OR two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.
- ✓ International: IELTS 5.5 with a minimum 5.0 in each band, or equivalent TOEFL iBt 46, TOEFL PBT 527, or PTE 42
- ✓ At least 18 years of age at the commencement of the course

BSB60120

ADVANCED DIPLOMA OF BUSINESS



ALTEC College

COURSE STRUCTURE

Students must complete all the required units to attain this qualification

UNIT CODE	TITLE	TYPE
BSBCRT611	Apply critical thinking for complex problem solving	Core
BSBFIN601	Manage organisational finances	Core
BSBOPS601	Develop and implement business plans	Core
BSBSUS601	Lead corporate social responsibility	Core
BSBTEC601	Review organisational digital strategy	Core
BSBMKG621	Develop organisational marketing strategy	Elective
BSBPMG634	Facilitate stakeholder engagement	Elective
BSBWHS521	Ensure a safe workplace for a work area	Elective
BSBTWK601	Develop and maintain strategic business networks	Elective
BSBINS601	Manage knowledge and information	Elective

PRE-ENROLMENT & NEEDS ANALYSIS

As per our Admission and Enrolment Policy and Procedure, ALTEC College conducts pre-enrolment Client Needs Analysis to determine course suitability, existing skills and knowledge and an early detection of any learning needs. A pre-enrolment interview may also be conducted.

RPL and credit transfer opportunities are provided at the time of enrolment, and an option for students to apply during their studies.

ACADEMIC PATHWAYS

Pathways into the qualification

Candidates may enter the qualification through a number of entry points including:

- ✓ Diploma of Business
- ✓ With substantial vocational experience in a range of environments, acting in a range of senior support or technical roles

Pathways from the qualification

After achieving this qualification candidates may undertake:

- ✓ Bachelor of Business

BSB60420

ADVANCED DIPLOMA OF LEADERSHIP & MANAGEMENT



ALTEC College



COURSE OVERVIEW

This qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in leadership and management, across a range of enterprise and industry contexts.

Individuals at this level use initiative and judgement to plan and implement a range of leadership and management functions, with accountability for personal and team outcomes within broad parameters.

They use cognitive and communication skills to identify, analyse and synthesise information from a variety of sources and transfer their knowledge to others, and creative or conceptual skills to express ideas and perspectives or respond to complex problems.



Campus Location
Melbourne (VIC)



Course Duration
52 weeks
(Including Holiday)



Contact Hours
40 contact weeks
(20 hours per week)



Tuition Fee:

<https://www.altec.edu.au/altec-student-fee/>

ENTRY REQUIREMENTS

- ✓ Successful completion of a Diploma level qualification in business, management, or related fields OR two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.
- ✓ International: IELTS 5.5 with a minimum 5.0 in each band, or equivalent TOEFL 46, or PTE 42, or GE Intermediate or EAP
- ✓ At least 18 years of age at the commencement of the course

BSB60420

ADVANCED DIPLOMA OF LEADERSHIP & MANAGEMENT



ALTEC College

COURSE STRUCTURE

Students must complete all the required units to attain this qualification

UNIT CODE	TITLE	TYPE
BSBCRT611	Apply critical thinking for complex problem solving	Core
BSBLDR601	Lead and manage organisational change	Core
BSBLDR602	Provide leadership across the organisation	Core
BSBOPS601	Develop and implement business plans	Core
BSBSTR601	Manage innovation and continuous improvement	Core
BSBSTR602	Develop organisational strategies	Elective
BSBMKG622	Manage organisational marketing processes	Elective
BSBHRM614	Contribute to strategic workforce planning	Elective
BSBMKG623	Develop marketing plans	Elective
BSBPMG637	Engage in collaborative alliances	Elective

PRE-ENROLMENT & NEEDS ANALYSIS

As per our Admission and Enrolment Policy and Procedure, ALTEC College conducts pre-enrolment Client Needs Analysis to determine course suitability, existing skills and knowledge and an early detection of any learning needs. A pre-enrolment interview may also be conducted.

RPL and credit transfer opportunities are provided at the time of enrolment, and an option for students to apply during their studies.

ACADEMIC PATHWAYS

Pathways into the qualification

Candidates may enter the qualification through a number of entry points including:

- ✓ BSB51918 / BSB50420 Diploma of Leadership and Management or another diploma level qualification/s in business (e.g., BSB50120), management, or related fields

Pathways from the qualification

After achieving this qualification candidates may undertake:

- ✓ Bachelor of Business or other related business or management undergraduate degrees

BSB80120

GRADUATE DIPLOMA OF MANAGEMENT (LEARNING)



ALTEC College



COURSE OVERVIEW

This qualification reflects the role of individuals who apply highly specialised knowledge and skills in the field of organisational learning and capability development. Individuals in these roles generate and evaluate complex ideas. They also initiate, design and execute major learning and development functions within an organisation.

Typically, they would have full responsibility and accountability for the personal output and work of others.

This qualification may apply to leaders and managers in an organisation where learning is used to build organisational capability. The job roles that relate to this qualification may also include RTO Manager and RTO Director.



Campus Location
Melbourne (VIC)



Course Duration
52 weeks
(Including Holiday)



Contact Hours
40 contact weeks
(20 hours per week)



Tuition Fee:

<https://www.altec.edu.au/altec-student-fee/>

ENTRY REQUIREMENTS

- ✓ Completion of Year 12 or equivalent
- ✓ English language: IELTS 6.0 with 5.5 in each band or other equivalent test scores or Completed AQF level 6 (Advanced Diploma Level) Qualification
- ✓ At least 18 years of age at the commencement of the course

**Other entry requirements, please see page 2*



ALTEC College

BSB80120

GRADUATE DIPLOMA OF MANAGEMENT (LEARNING)

COURSE STRUCTURE

Students must complete all the required units to attain this qualification

UNIT CODE	TITLE	TYPE
BSBHRM613	Contribute to the development of learning and development strategies	Core
BSBLDR811	Lead strategic transformation	Core
TAELED803	Implement improved learning practice	Core
PSPMGT012	Facilitate knowledge management	Elective
PSPMGT006	Develop a business case	Elective
TAELED804	Review enterprise e-learning systems and solutions implementation	Elective
BSBAUD601	Establish and manage compliance management systems	Elective
BSBHRM611	Contribute to organisational performance development	Elective

OTHER ENTRY REQUIREMENTS

- ✓ Completion of Diploma or Advanced Diploma qualification or higher in Australia or an overseas equivalent. OR
- ✓ Completion of a Bachelor degree (at AQF Level 7) or an overseas equivalent or above in related fields (Business, Education, or related domains) of study. OR
- ✓ Completion of Australian Year 12 or overseas equivalent and two years equivalent full-time relevant workplace experience at managerial level in an organisation where learning is used to build organisational capability or workplace experience in operational/leadership role within an organisation.

PRE-ENROLMENT & NEEDS ANALYSIS

As per our Admission and Enrolment Policy and Procedure, ALTEC College conducts pre-enrolment Client Needs Analysis to determine course suitability, existing skills and knowledge and an early detection of any learning needs. A pre-enrolment interview may also be conducted.

RPL and credit transfer opportunities are provided at the time of enrolment, and an option for students to apply during their studies.

ACADEMIC PATHWAYS

Pathways into the qualification

Candidates may enter the qualification through a number of entry points including:

- ✓ A bachelor's degree in education, business, management or similar
- ✓ Other graduate certificate programs

Pathways from the qualification

After achieving this qualification candidates may undertake:

- ✓ A master's program in education or management (Standing credits may be obtained in a master's program as per the enrolling institution's relevant policies and rules)

BSB80320

GRADUATE DIPLOMA OF STRATEGIC LEADERSHIP



ALTEC College



COURSE OVERVIEW

This qualification reflects the role of individuals who apply advanced knowledge and skills in a range of strategic leadership and management roles. Individuals at this level make high level autonomous decisions and use initiative and judgement to plan and implement a range of leadership and management functions in varied contexts. They have full responsibility and accountability for personal outputs and for the work or function of others.

They use cognitive and creative skills to review, critically analyse, consolidate and synthesise knowledge, in order to generate ideas and provide solutions to complex problems. They use communication skills to demonstrate their understanding of theoretical concepts and to transfer knowledge and ideas to others.



Campus Location

Melbourne (VIC)
Hobart (TAS)



Course Duration

52 weeks
(Including Holiday)



Contact Hours

40 contact weeks
(20 hours per week)



Tuition Fee:

<https://www.altec.edu.au/altec-student-fee/>

PRE-ENROLMENT & NEEDS ANALYSES

As per our Admission and Enrolment Policy and Procedure, ALTEC College conducts pre-enrolment Client Needs Analysis to determine course suitability, existing skills and knowledge and an early detection of any learning needs. A pre-enrolment interview may also be conducted.

RPL and credit transfer opportunities are provided at the time of enrolment, and an option for students to apply during their studies.

BSB80320

GRADUATE DIPLOMA OF STRATEGIC LEADERSHIP



ALTEC College

COURSE STRUCTURE

Students must complete all the required units to attain this qualification

UNIT CODE	TITLE	TYPE
BSBLDR811	Lead strategic transformation	Core
BSBSTR802	Lead strategic planning processes for an organisation	Core
BSBSTR801	Lead innovative thinking and practice	Elective
BSBSTR803	Establish business continuity management strategies	Elective
BSBLDR812	Develop and cultivate collaborative partnerships and relationships	Elective
BSBLDR813	Lead and influence ethical practice	Elective
BSBINS603	Initiate and lead applied research	Elective
BSBFIN801	Lead financial strategy development	Elective

ENTRY REQUIREMENTS

- ✓ Have completed a Diploma or Advanced Diploma qualification in related fields of study and 3 years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise. OR
- ✓ Have completed a Bachelor degree in related fields of study and 2 years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise. OR
- ✓ Have 5 years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise.
- ✓ English language: IELTS 6.0 with 5.5 in each band or other equivalent test scores or Completed AQF level 6 (Advanced Diploma Level) Qualification

ACADEMIC PATHWAYS

Pathways from the qualification

After achieving this qualification candidates may choose to undertake studies at a higher education level. Standing credits may be obtained in a master's program as per the enrolling institution's relevant policies and rules.