



## EXPRESSION OF INTEREST – CERT IV BUSINESS – BSB40215

Duncraig Senior High School and Shenton College have sourced an opportunity for Year 11 students who are ideally not studying a full ATAR course load, to complete an expression of interest form to commence a Certificate IV in Business starting in Semester 2 2017, with completion by the end of Semester 1, 2018. It is recommended that students should be studying ATAR English. This qualification will be delivered one day per week through an agreement with the International Institute of Business and Technology (IIBT) (Aust) Pty Ltd, off campus at their Victoria Park premises, to Year 11 students who are interested in a post school university pathway and also provides students with the essential skills for university. IIBT is a highly respected Government approved Higher Education and VET provider of pre-university, first year university and English programs. Program details have been attached.

IIBT offer fully accredited and nationally recognised diplomas and certificates, including the Certificate IV in Business, Diploma of Business Administration, General English and Academic English. Successful completion of their programs guarantees entry into one of IIBT's partner Universities including ECU, Curtin, Bond, Swinburne, UTAS, Wollongong and CQUniversity. The table on the next page has been taken from the IIBT prospectus and shows pathways for WA universities and CQUniversity which has recently opened in Perth.

### Course Details

#### BSB40215 – Certificate IV Business

The Certificate IV in Business provides graduates with the skills to continue their studies into the Diploma of Business Administration and then into the second year of university. The Certificate IV of Business has a strong focus on customer service, marketing, business communications and Work Health and Safety (WHS).

#### Course Structure:

There are 10 units of competency that must be completed to achieve this qualification:

- Implement and monitor WHS policies, procedures and programs to meet legislative requirements (BSBWHS401)
- Coordinate business resources (BSBADM409)
- Analyse and present research information (BSBRES401)
- Write complex documents (BSBWRT401)
- Develop and use complex spreadsheets (BSBITU402)
- Develop teams and individuals (BSBLED401)
- Promote innovation in a team environment (BSBINN301)
- Undertake project work (BSBPMG522)
- Identify risk and apply risk management processes (BSBRSK401)
- Make a presentation (BSBCMM401)

### Course Delivery

IIBT will provide a fully qualified trainer and assessor to deliver the BSB40215 at their campus located at 350 Albany Highway Victoria Park Western Australia 6100.

Following are the course delivery requirements:

- Students will be responsible for getting themselves to and from the campus. The train line is within walking distance.
- Students will be expected to dress in 'smart business attire' and provide their own laptop computers.
- Duration of the course will commence Week 1, Term 3 2017 and conclude Week 10 Term 2, 2018.
- Students will complete on the job training to be organised by IIBT and Duncraig Senior High School.
- Students must commit to the four terms in order to complete the full qualification.
- Successful completion of BSB40215 will contribute 6 units towards WACE.
- The course is offered as a fee for service to students. Payment is due on or before commencement of the course. Costs to students will be \$1650.00. Payment plans are available through IIBT. Please see flyer attached.
- A link to the IIBT prospectus is <https://www.dropbox.com/s/gj9g8qbzmpeuzzo/160830-IIBT-FULL%20Prospectus-electronic.pdf?dl=0>.

## University Pathway Opportunities:


CURTIN


<b>Course:</b> Bachelor of Commerce	<b>First Year:</b> IIBT Diploma of BA (8 Units credit) 	<b>Second Year:</b> Curtin University <i>Perth</i>	<b>Third Year:</b> Curtin University
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EDITH COWAN UNIVERSITY


<b>Course:</b> Bachelor of Business (G95)	<b>First Year:</b> IIBT Diploma of BA 8 Units (120 credit points) 	<b>Second Year:</b> Edith Cowan University <i>Perth</i>	<b>Third Year:</b> Edith Cowan University
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<b>Course:</b> Bachelor of Arts (Y78)	<b>First Year:</b> IIBT Diploma of BA 8 Units (120 credit points) 	<b>Second Year:</b> Edith Cowan University <i>Perth</i>	<b>Third Year:</b> Edith Cowan University
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<b>Course:</b> Bachelor of Media and Communications (Y77)	<b>First Year:</b> IIBT Diploma of BA 8 Units (120 credit points) 	<b>Second Year:</b> Edith Cowan University <i>Perth</i>	<b>Third Year:</b> Edith Cowan University
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<b>Course:</b> Bachelor of Design (Y82)	<b>First Year:</b> IIBT Diploma of BA 8 Units (120 credit points) 	<b>Second Year:</b> Edith Cowan University <i>Perth</i>	<b>Third Year:</b> Edith Cowan University
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<b>Course:</b> Bachelor of Contemporary Arts (Y81)	<b>First Year:</b> IIBT Diploma of BA 8 Units (120 credit points) 	<b>Second Year:</b> Edith Cowan University <i>Perth</i>	<b>Third Year:</b> Edith Cowan University
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<b>Course:</b> Bachelor of Arts (Psychology) (E95)	<b>First Year:</b> IIBT Diploma of BA 8 Units (120 credit points) 	<b>Second Year:</b> Edith Cowan University <i>Perth</i>	<b>Third Year:</b> Edith Cowan University
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<b>Course:</b> Bachelor of Science (Psychology) (E37)	<b>First Year:</b> IIBT Diploma of BA 8 Units (120 credit points) 	<b>Second Year:</b> Edith Cowan University <i>Perth</i>	<b>Third Year:</b> Edith Cowan University
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<b>Course:</b> Bachelor of Psychological Science (K67)	<b>First Year:</b> IIBT Diploma of BA 8 Units (120 credit points) 	<b>Second Year:</b> Edith Cowan University <i>Perth</i>	<b>Third Year:</b> Edith Cowan University
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<b>Course:</b> Bachelor of International Hotel and Resort Management (Y29)	<b>First Year:</b> IIBT Diploma of BA 8 Units (120 credit points) 	<b>Second Year:</b> Edith Cowan University <i>Perth</i>	<b>Third Year:</b> Edith Cowan University
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<b>Course:</b> Bachelor of Marketing, Communications and Public Relations (Y99)	<b>First Year:</b> IIBT Diploma of BA 8 Units (120 credit points) 	<b>Second Year:</b> Edith Cowan University <i>Perth</i>	<b>Third Year:</b> Edith Cowan University
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<b>Course:</b> Bachelor of Sport, Recreation and Event Management (Y53)	<b>First Year:</b> IIBT Diploma of BA 8 Units (120 credit points) 	<b>Second Year:</b> Edith Cowan University <i>Perth</i>	<b>Third Year:</b> Edith Cowan University
<b>Course:</b> Bachelor of Counselling (C56)	<b>First Year:</b> IIBT Diploma of BA 8 Units (120 credit points) 	<b>Second Year:</b> Edith Cowan University <i>Perth</i>	<b>Third Year:</b> Edith Cowan University

CQUniversity has recently opened in Perth; therefore the following pathway options are also available:

<b>Course:</b> Bachelor of Business	<b>First Year:</b> IIBT Diploma of BA (8 Units credit) 	<b>Second Year:</b> CQUniversity <i>ADL, BRIS, MEL, SYD, Rockhampton</i>	<b>Third Year:</b> CQUniversity
<b>Course:</b> Bachelor of Accounting	<b>First Year:</b> IIBT Diploma of BA (8 Units credit) 	<b>Second Year:</b> CQUniversity <i>ADL, BRIS, MEL, SYD, Rockhampton</i>	<b>Third Year:</b> CQUniversity
<b>Course:</b> Bachelor of Accounting / Bachelor of Business	<b>First Year:</b> IIBT Diploma of BA (8 Units credit) 	<b>Second Year:</b> CQUniversity <i>ADL, BRIS, MEL, SYD, Rockhampton</i>	<b>Third Year:</b> CQUniversity
<b>Course:</b> Bachelor of Arts / Bachelor of Business	<b>First Year:</b> IIBT Diploma of BA (8 Units credit) 	<b>Second Year:</b> CQUniversity <i>ADL, BRIS, MEL, SYD, Rockhampton</i>	<b>Third Year:</b> CQUniversity
<b>Course:</b> Bachelor of Professional Communication	<b>First Year:</b> IIBT Diploma of BA (1 Units credit) 	<b>Second Year:</b> CQUniversity <i>ADL, BRIS, MEL, SYD, Rockhampton</i>	<b>Third Year:</b> CQUniversity

**Expression of Interest Process**

Complete the Expression of Interest Form attached and return completed to Maree Marcon – VET/Careers Manager on or before 21st<sup>th</sup> July. Classes will commence on Thursday 27 July (to be confirmed). Payment must be received before students are permitted to commence the course. Numbers will be restricted, therefore please endeavour to get this form in as soon as possible. Upon receipt of the form, students along with a parent/guardian will be required to attend an interview with Ms Baker – Student Services Manager and Ms Marcon the Manager of Careers and Vocational Pathways to discuss in detail the requirements of this qualification. Should you require further information prior to completing the form you can contact Leone Scott at [maree.marcon@education.wa.edu.au](mailto:maree.marcon@education.wa.edu.au) or 6241 5015

**Expression of Interest Form – Please return to Maree Marcon, by Friday 21st<sup>th</sup> July 2017.**

**Certificate IV Business – BSB40215 - International Institute of Business and Technology (IIBT) (Aust) Pty Ltd**

**Student Details**

Student Name: \_\_\_\_\_ Form: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

**Unique Student Identifier - USI**

Students will be required to provide a USI before enrolment and training can commence. Information on how to get a USI can be found at: <https://www.usi.gov.au/>

Student USI: \_\_\_\_\_

**Courses currently being studied at Duncraig Senior High School and proposed grades (refer to Semester 1 Report):**

_____	_____
_____	_____
_____	_____

**Course that may be replaced by the Cert IV Business:**

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**Resources and Charges**

The cost of this fee for service course is \$1650.00. Payment plans are available directly through IIBT.

**Student/Parent/Guardian Consent**

Please read, sign and return form to Maree Marcon VET/Careers Manager.

We acknowledge that the information provided in the Expression of Interest Form outlining course details, costs and timeline for the Certificate IV Business (BSB40115) to be delivered by IIBT offsite at their campus located in Victoria Park. My child is interested in completing this qualification commencing 27th July 2017.

We are aware that \_\_\_\_\_ (*student name*) will not attend Duncraig SHS on a Thursday and will be provided with a directed study timetable to support them with completion of their school course work missed on their off campus training day. \_\_\_\_\_ (*student name*) will be required to:

1. attend all classes held at IIBT for the duration of the program – Semester 2 2017 – Semester 1 2018;
2. pay all costs prior to enrolment and commencement of the program - \$1650.00;
3. provide a USI number; and
4. undertake on the job training (work placement) as designated by IIBT during their scheduled course day.

**Parent Signature:** \_\_\_\_\_ **Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*Please note that available places may fill quickly. Forms should be completed and returned as soon as possible.**