



CRICOS Code 104722A
Campus Sydney , Adelaide
Tuition Duration 1 year (52 weeks)
Delivery Mode Face- to-face, online and blended
Tuition Fee \$10,000

This qualification can provide specialisation in:

- Cyber Security
- Financial Administration

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FOR 2021

LEARNING, EXPERIENCE AND CONFIDENCE

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Provider CRICOS Code 01917B | RTO Code - 6538

Sydney: Ground Level, 841 George St, Sydney, NSW 2000, Australia Phone: +61 2 9269 6911

Adelaide: L2, 127 Rundle Mall, Adelaide, SA 5000, Australia Phone: +61 8 8203 9000

ENTRY REQUIREMENTS

- Must be minimum of 18 years old.
- Must have completed Australian Year 12 or overseas equivalent
- Have sound language, literacy and numeracy skills (Contact IIBIT for a LLN test).
- Have a USI or obtain a USI refer <https://www.usi.gov.au/students>

International Students Additional Requirements

- Academic IELTS overall band score: 5.5 or equivalent
- For students who do not have an IELTS Test score or equivalent test score, they can take an English Placement Test to assess whether their English level can meet the requirements of entry into the course.

COURSE OVERVIEW & STRUCTURE

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

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.

Qualification structure

Total number of units: 12
6 Core units
6 Elective units

Core Units

BSBCRT411 Apply critical thinking to work practices

BSBTEC404 Use digital technologies to collaborate in a work environment

BSBTWK401 Build and maintain business relationships

BSBWHS411 Implement and monitor WHS policies, procedures and programs

BSBWRT411 Write complex documents

BSBXCM401 Apply communication strategies in the workplace

General elective units

BSBPEF402 Develop personal work priorities

BSBPEF502 Develop and use emotional intelligence

BSBCMM411 Make presentations

BSBOPS405 Organise business meetings

BSBHRM415 Coordinate recruitment and onboarding

BSBOPS502 Manage business operational plans

Cyber Security - electives

BSBPEF502 Develop and use emotional intelligence

BSBXCS401 Maintain security of digital devices

BSBXCS403 Contribute to cyber security threat assessments

BSBXCS405 Contribute to cyber security incident responses

BSBXCS402 Promote workplace cyber security awareness and best practices

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Financial Administration - electives

BSBPEF502 Develop and use emotional intelligence

BSBFIN301 Process financial transactions

BSBFIN302 Maintain financial records

BSBPEF402 Develop personal work priorities

BSBHRM416 Process payroll

FNSTPB402 Establish and maintain payroll systems