

## Course Information – International Students

<b>Qualification Code and Title</b>	BSB41015 Certificate IV in Human Resources
<b>Provider</b>	Queen Anne Business College RTO Code: 40458 CRICOS Provider Code: 03240D
<b>Course Overview</b>	<p>This qualification is suitable for individuals working in a range of human resources management positions. Job roles could include human resources assistants, human resources coordinators, human resources administrators and payroll officers.</p> <p>Workplace responsibilities would be determined at a workplace level. Some smaller business may require employees to work across all aspects of human resources. In larger companies, individuals may just have responsibility for a singular aspect of human resources such as remuneration.</p>
<b>Qualification Entry Requirements</b>	There are no specified entry requirements for this qualification.
<b>Queen Anne Business College Entry Requirements</b>	<p>Queen Anne Business College has the following entry requirements:</p> <p>International students must:</p> <ul style="list-style-type: none"> <li>• Be at least 18 years of age.</li> <li>• Have an IELTS score of 5.5 or equivalent (test results must be no more than 3 years old). Details about acceptable English language tests and scores can be found here: <a href="https://www.homeaffairs.gov.au/trav/stud/more/student-visa-english-language-requirements">https://www.homeaffairs.gov.au/trav/stud/more/student-visa-english-language-requirements</a></li> </ul> <p>Please note that International Students may not be required to provide evidence of English Language competence where documented evidence can be provided to demonstrate any of the following:</p> <ul style="list-style-type: none"> <li>• the student was educated for 5 years in an English speaking country.</li> <li>• the student has successfully completed at least 6 months of another Certificate IV level course in an Australian RTO and passed at least 50% of the units as evidenced by a Statement of Attainment.</li> <li>• the student has successfully completed a foundation course in Australia</li> <li>• the student has successfully completed an English Placement Test administered by Queen Anne Business College with a result of at least Upper Intermediate.</li> <li>• the student has successfully completed their High School in English Language.</li> </ul>
<b>Course Duration</b>	<p>This qualification will be delivered over 52 weeks, including 40 weeks of training and assessment spread over 4 terms of 10 weeks each and 12 weeks of holidays.</p> <p>Class sessions are planned to ensure that students have a mixture of practical and theoretical components and those classes cater for a wide variety of learning styles.</p>

	<p>Additionally, workplace practices and environments may be simulated and used to conduct skills based assessments in accordance with unit requirements.</p> <p>Queen Anne Business College offers morning, afternoon and evening classes from Monday to Saturday in both campuses. Final confirmation of your timetable, including the timing of breaks will be provided at orientation.</p>																																	
<b>Delivery mode and location</b>	<p>This course will be delivered face-to-face in a classroom based setting which includes the simulation of workplace based environment.</p> <p>The course is delivered at:</p> <ul style="list-style-type: none"> <li>• <b>Bankstown campus</b> Level 1, 49 Raymond Street, NSW, Bankstown NSW 2200</li> <li>• <b>Sydney CBD:</b> L4, 225 Clarence Street, Sydney NSW 2000.</li> </ul>																																	
<b>Career Outcomes</b>	<p>Students who complete this course may be able to seek employment in a range of human resources roles including human resources assistants, human resources coordinators, human resources administrators and payroll officers.</p>																																	
<b>Education Pathways</b>	<p>Students who complete this course may wish to further their study into the BSB50615 Diploma of Human Resources Management or a range of other Diploma level qualifications.</p>																																	
<b>Course Structure</b>	<p>The BSB41015 Certificate IV in Human Resources requires the successful completion of ten (10) units of competency. Six (6) core units and four (4) elective units. Electives for this qualification have been chosen by Queen Anne Business College to ensure that students achieve a broad range of skills and knowledge in business.</p>																																	
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<p>Students may enrol at the start of any unit within the course as Queen Anne Business College offers a program of rolling enrolments.</p>																																		
<b>Course progress and attendance</b>	<p>Note that for international students' satisfactory course progress and attendance is required in order to meet visa requirements. More information can be found in the International Student Handbook that also includes information on the specific support that is available to international students. Students who are identified as being at risk of not meeting course progress requirements will be provided with additional support as recorded in an intervention strategy. The student handbook can be found online at <a href="http://jeg.nsw.edu.au/">http://jeg.nsw.edu.au/</a></p>																																	
<b>Enrolment and</b>	<p>Upon acceptance of a student's application for enrolment, a letter of offer, as well as</p>																																	

<p><b>Orientation</b></p>	<p>a written agreement and tax invoice for remaining fees, will be forwarded to you. You will need to ensure that you read through all provided information, as it will provide all necessary information about the course of study. A Confirmation of Enrolment (CoE) letter will be issued once the signed acceptance of the offer and written agreement are received.</p> <p>The first day of each course will include orientation and induction. Orientation will include information about the campus, living in Australia, accessing our support services and methods for achieving success throughout your study, including attendance and course progress requirements.</p> <p>This course outline should be read in conjunction with Queen Anne Business College's Student Handbook. This can be found online at <a href="http://jeg.nsw.edu.au/">http://jeg.nsw.edu.au/</a></p>
<p><b>Additional Support</b></p>	<p>All students will be provided with a range of learning support options and resources to help them achieve competency. This includes:</p> <ul style="list-style-type: none"> <li>• Mentoring from trainers.</li> <li>• Additional classes, tutorials and workshops.</li> <li>• Computer and technology support.</li> <li>• Referral to external support services.</li> </ul>
<p><b>Assessment Arrangements</b></p>	<p>Assessment methods used for this qualification will provide a range of ways for individuals to demonstrate that they have met the required outcomes including:</p> <ul style="list-style-type: none"> <li>• Projects</li> <li>• Presentations</li> <li>• Report writing</li> <li>• Observations</li> <li>• Questioning (oral or written)</li> </ul> <p>At the beginning of each unit, trainers will outline the assessment tasks that must be completed.</p>
<p><b>Course Costs:</b></p>	<p>The costs for this course are as follows:</p> <p><b>Enrolment fee:</b> \$250 (non-refundable to be paid on application)</p> <p><b>Tuition fees:</b> Total cost is AUD\$5,800</p> <p><b>Material fees (textbooks for course):</b> \$150</p> <p><b>Additional Non-Tuition fees:</b> May apply and can be found at <a href="http://jeg.nsw.edu.au/">http://jeg.nsw.edu.au/</a></p> <p>A detailed payment plan and payment arrangements are provided in the letter of offer and written agreement which is provided to the student on acceptance into the course. Non-payment of course fees may result in cancellation of enrolment.</p> <p>International students are also required to take out Overseas Health Insurance Cover before arriving in Australia. Queen Anne Business College provides details of OSHC providers in the International Student Handbook.</p> <p>Additional costs associated with living in Australia are outlined in the International Student Handbook. Students should carefully review these costs in relation to budgeting. Further information can be found at <a href="https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs">https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs</a>.</p>

<p><b>Course Credit</b></p>	<p>Students may apply for recognition of existing qualifications or skills, knowledge and experience (credit transfer or recognition of prior learning) as per the information included in our International Student Handbook which is available at <a href="http://jeg.nsw.edu.au/">http://jeg.nsw.edu.au/</a></p> <p>For international students, the granting of course credit may affect your course fees as well as the duration of your course.</p> <p>The result of your application for credit and any changes to fees or course duration will be advised to you in writing.</p> <p>If course credit is granted following issuance of your Confirmation of Enrolment, you will receive a new Confirmation of Enrolment showing a reduced duration.</p> <p>For any questions about course credit, contact us at the details shown below.</p>
<p><b>Selection and enrolment procedures</b></p>	<p>To enroll for this course, you must complete an enrolment form which can be emailed or posted to you or downloaded from our website. The enrolment form should be completed and then sent to you along with all of the required documentation.</p> <p>For more information about our selection and enrolment processes, contact us at the details shown below.</p>
<p><b>Contact Details</b></p>	<p>Call our office on (02) 9707 4840 or email us at <a href="mailto:admin@qaec.nsw.edu.au">admin@qaec.nsw.edu.au</a></p>