



BUSINESS

Step up to an exciting career in Business. These courses will equip you with the skills you need to work in a wide range of industries.

CERTIFICATE II IN WORKPLACE SKILLS

CRICOS CODE: 11467E | COURSE CODE: BSB20120

Gain essential business competencies appreciated across different industries. Whether gearing up for your initial role as an exceptional administrative assistant or confidently re-entering the job market, equip yourself with modern technology and communication proficiencies.

 Sydney City, Melbourne, and Gold Coast*

 Duration: 4 Terms

CERTIFICATE III IN BUSINESS

CRICOS CODE: 105528F | COURSE CODE: BSB30120

Take the first step in gaining a qualification in Business. This course is suited to those who want to start a career in business or are looking for a new path.

 Sydney City, Melbourne, Gold Coast, and Adelaide

 Duration: 6 Terms

CERTIFICATE IV IN BUSINESS

CRICOS CODE: 105529E | COURSE CODE: BSB40120

This qualification reflects the varied roles of individuals across different industry sectors who apply a broad range of competencies using some discretion, judgement and relevant theoretical knowledge.

 Sydney City, Melbourne, Gold Coast, and Adelaide

 Duration: 6 Terms

DIPLOMA OF BUSINESS

CRICOS CODE: 105531M | COURSE CODE: BSB50120

Gain the skills to influence others, work on projects and manage resources for an effective business.

 Sydney City, Melbourne, and Gold Coast*

 Duration: 6 Terms

ADVANCED DIPLOMA OF BUSINESS

CRICOS CODE: 105533J | COURSE CODE: BSB60120

This qualification is suited to those who possess sound theoretical business skills and knowledge and would like to develop in order to create further educational and employment opportunities.

 Sydney City, Melbourne, and Gold Coast*

 Duration: 6 Terms

*From July 2024

BSB20120 CERTIFICATE II IN WORKPLACE SKILLS

BSBCMM211	Apply communication skills	BSBPEF201	Support personal wellbeing in the workplace
BSBWHS211	Contribute to health & safety of self and others	BSBTWK201	Work effectively with others
BSBOPS201	Work effectively in business environments	BSBTWK301	Use inclusive work practices
BSBSUS211	Participate in sustainable work practices	BSBTEC202	Use digital technologies to communicate in a work environment
BSBPEF202	Plan & apply time management	BSBTEC201	Use business software applications

ENTRY REQUIREMENTS:

- Be a minimum of 18 yrs. of age
- Minimum of ROSA (Record of School Achievement) or equivalent LLN
- Have an IELTS or equivalent score of 6.0 and with no less than 5.5 in any band
- Access to a computer, laptop or tablet and internet for home and classroom use



CAREER OUTCOMES: OFFICE ASSISTANT | RECEPTIONIST | JUNIOR PERSONAL ASSISTANT | CUSTOMER SERVICE ADVISOR | DATA ENTRY OPERATOR

BSB30120 CERTIFICATE III IN BUSINESS

BSBCRT311	Apply critical thinking skills in a team environment	BSBWRT311	Write simple documents
BSBPEF201	Support personal wellbeing in the workplace	BSBPEF301	Organise personal work priorities
BSBXCM301	Engage in workplace communication	BSBINS302	Organise workplace information
BSBSUS211	Participate in sustainable work practices	BSBLDR301	Support effective workplace relationships
BSBTWK301	Use inclusive work practices	BSBXTW301	Work in a team
BSBWHS311	Assist with maintaining workplace safety	BSBPEF302	Develop self awareness
BSBTEC303	Create electronic presentations		

ENTRY REQUIREMENTS:

- Be a minimum of 18 yrs. of age
- Minimum of ROSA (Record of School Achievement) or equivalent LLN
- Have an IELTS or equivalent score of 6.0 and with no less than 5.5 in any band
- Access to a computer, laptop or tablet and internet for home and classroom use

Note: LLN equivalent for international students is a 10-week ELICOS course.



CAREER OUTCOMES: CLERICAL AND ADMINISTRATIVE | SALES | COMMUNITY AND PERSONAL SERVICES

BSB40120 CERTIFICATE IV IN BUSINESS

BSBCRT411	Apply critical thinking to work practices	BSBOPS401	Coordinate business resources
BSBTEC404	Use digital technologies to collaborate in a work environment	BSBCMM411	Make presentations
BSBTWK401	Build & maintain business relationships	BSBOPS404	Implement customer service strategies
BSBWHS411	Implement & monitor WHS policies, procedures & programs	BSBMKG434	Promote products & services
BSBWRT411	Write complex documents	BSBSPEF401	Manage personal health & wellbeing
BSBXCM401	Apply communication strategies in the workplace	BSBSTR401	Promote innovation in team environments

ENTRY REQUIREMENTS:

- Be a minimum of 18 yrs. of age
- Year 12 (higher school certificate) or equivalent
- Have an IELTS or equivalent score of 6.0 and with no less than 5.5 in any band
- Access to a computer, laptop or tablet and internet for home and classroom use

Note: Equivalent Year 12 for International Students is educational equivalent in home country or International Baccalaureate.



CAREER OUTCOMES: WORK IN A WIDE RANGE OF BUSINESS ENVIRONMENTS

BSB50120 DIPLOMA OF BUSINESS

BSBCRT511	Develop critical thinking in others	BSBINS501	Implement information & knowledge management systems
BSBFIN501	Manage budgets & financial plans	BSBTWK502	Manage team effectiveness
BSBOPS501	Manage business resources	BSBTWK503	Manage meetings
BSBSUS511	Develop workplace policies & procedures for sustainability	BSBSTR501	Establish innovative work environments
BSBXCM501	Lead communication in the workplace	BSBSTR502	Facilitate continuous improvement
BSBPMG430	Undertake project work	BSBCMM511	Communicate with influence

ENTRY REQUIREMENTS:

- Be a minimum of 18 yrs. of age
- Year 12 (Higher School Certificate) or equivalent; or
- Certificate IV from any training package or other related qualifications
- Demonstrated vocational experience
- Have an IELTS or equivalent score of 6.0 and with no less than 5.5 in any band
- Access to a computer, laptop or tablet and internet for home and classroom use

Note: equivalent Year 12 for International Students is educational equivalent in home country or International Baccalaureate.



CAREER OUTCOMES: OPERATIONS MANAGER | TEAM LEADER | BUSINESS OWNER

BSB60120 ADVANCED DIPLOMA OF BUSINESS

BSBCRT611	Apply critical thinking for complex problem solving	BSBINS601	Manage knowledge & information
BSBFIN601	Manage organisational finances	BSBSTR601	Manage innovation & continuous improvement
BSBOPS601	Develop & implement business plans	BSBSTR603	Develop business continuity plans
BSBSUS601	Lead corporate social responsibility	BSBPEF502	Develop & use emotional intelligence
BSBTEC601	Review organisational digital strategy	BSBLDR602	Provide leadership across the organisation

ENTRY REQUIREMENTS:

- Be a minimum of 18 yrs. of age
- Hold Diploma level qualification from the BSB Training Package
- Have an IELTS or equivalent score of 6.0 and with no less than 5.5 in any band
- Access to a computer, laptop or tablet and internet for home and classroom use

Note: equivalent Year 12 for International Students is educational equivalent in home country or International Baccalaureate.



CAREER OUTCOMES: EXECUTIVE OFFICER | PROGRAM CONSULTANT | PROGRAM COORDINATOR

START DATE: 2024 | January | March | May | July | September | November **2025** | January | March | May | July

TIMETABLES ARE SUBJECT TO CHANGE.

Visit our website for our latest timetables and class availability per campus.

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