

# CERTIFICATE IV IN INTERNATIONAL TRADE BSB41115

- Gain hands-on experience through hands-on projects, inside and outside the classroom
- Learn valuable research, logistical and marketing skills required for international trade
- Discover how to build strong client relationships to achieve success

CRICOS Code: 087073G

## Campus

Brisbane, Sydney, Melbourne

## Program Length

**Maximum 34 weeks total\* (20 hours/week)**

Includes 6 hours/week online study +

14 hours/week in class study

*\*24 weeks study, up to 10 weeks scheduled breaks*

*Length of the program may vary from 30 to 34 weeks depending on the start date.*

## 2019 Start Dates

Jan 7, Feb 18, Apr 23, Jun 3, Aug 5,

Sep 16, Nov 18

*Optional internships available for an additional fee.*

*Internship hours vary depending on schedule. Internships are unpaid work hours.*

### SCHEDULE BREAKS

Apr 1 – Apr 19

Jul 15 - Aug 2

Oct 28 - Nov 15

Dec 23 – Jan 3

## 2019 Fees

Registration fee: \$230

Textbook fee: \$280

Tuition: \$5,800  
(or \$580/unit)

Optional Internship: \$850

*RPL & Credit Transfer must be applied for upon enrolment*

*Late assignment fee: \$50*

*All fees in Australian Dollars, payment by installment is available on request.*

## Entry Requirement

- An overall equivalent of Australia's Year 10 is required for entry. A prior working knowledge of a business environment would be useful
- International students must meet a minimum language requirement of IELTS 5.5 with a minimum band score of 5.0. TOEIC 650 with a minimum reading score of 350. Direct entry is available through ILSC Intermediate 3 and above
- Students must be at least 18 at the commencement of studies
- Minimum entry requirements

## Program Description

The Certificate IV in International Trade covers a diverse range of skills and knowledge required for working in international trade/business across a range of levels. Topics include international transfer of services and international transport of goods; researching international business opportunities and markets; marketing goods and services internationally; obtaining specialist permits for import and export of goods; understanding international legal requirements for trade; forecasting international market and business needs; and promoting products and services to international markets.

## Optional Internship Placement

Add a volunteer internship to your program to apply your learning and gain hands-on skills. Internships are arranged following the completion of your studies and run between 35-40 hours per week for a minimum of 6 weeks.\* The aim of the placement is to provide practical experience in a business environment. Duties may vary and a business dress code may be required. The internship coordinator will visit students at the work place to offer support.

*\*Internship length varies depending on study location and the needs of the employer. Part-time internships are available on request.*

## Study Schedule/Delivery Mode

Weekday and weekend schedules available. 6 hours per week of coursework will be completed online. The online study component includes exercises, discussion forums, and resources to help with assignments and to provide foundational academic and learning skills. Online study is available 24/7 for students to complete any time, and can also be used to reach instructors outside of class.

14 hours of study per week will take place face-to-face in the classroom. Students must attend one lecture per week, along with workshops, business skills and assessment support. Optionally, students may take a language skills course instead of PASS or Foundation Skills.

## Weekday Schedule – Sample\*

HOURS	MONDAY	TUESDAY
1:15 PM-3:15 PM	Foundation Skills	PASS
3:30 PM-5:30 PM	PASS	Foundation Skills
6:00 PM-9:00 PM	Lecture	Lecture

*\* Schedules may vary. Optional internship can be scheduled outside of class time.*

## Certificate IV in International Trade Units

COURSE NAME	DESCRIPTION
<b>RESEARCH INTERNATIONAL MARKETS (BSBMKG415)</b>	This unit teaches the performance outcomes, skills and knowledge required to undertake market research to select markets to pursue. This unit applies to individuals working with minimal supervision but with the support and assistance of a more senior person within the organisation.
<b>ANALYSE AND PRESENT RESEARCH INFORMATION (BSBRES411)</b>	This unit teaches the performance outcomes, skills and knowledge required to gather, organise and present workplace information using available systems.
<b>PLAN FOR INTERNATIONAL TRADE (BSBINT409)</b>	This unit explains the performance outcomes, skills and knowledge required to effectively plan for the international trade of goods. This unit applies to individuals with the skills and knowledge to evaluate options when planning for the international trade of goods.
<b>ESTABLISH NETWORKS (BSBRELE401)</b>	This unit teaches the skills and knowledge required to develop and maintain effective work relationships and networks. It covers the relationship building and negotiation skills required by workers within an organisation as well as freelance or contract workers.
<b>RESEARCH INTERNATIONAL BUSINESS OPPORTUNITIES (BSBINT401)</b>	How to identify and assess business opportunities.
<b>APPLY KNOWLEDGE OF IMPORT AND EXPORT INTERNATIONAL CONVENTIONS, LAWS AND FINANCE (BSBINT405)</b>	This unit teaches the performance outcomes, skills and knowledge required to maintain currency of knowledge and skills of international conventions, laws and finance in order to apply these to import and export responsibilities.
<b>PREPARE BUSINESS DOCUMENTS FOR THE INTERNATIONAL TRADE OF GOODS (BSBINT305)</b>	This unit describes the performance outcomes, skills and knowledge required to contribute to the preparation of business documents required for the trade of goods internationally.
<b>UNDERTAKE MARKETING ACTIVITIES (BSBMKG414)</b>	This unit describes the performance outcomes, skills and knowledge required to plan, implement and manage basic marketing and promotional activities. This unit covers general and basic marketing and promotional activities that do not require detailed or complex planning or implementation.
<b>PROMOTE PRODUCTS AND SERVICES (BSBMKG413)</b>	This unit describes the performance outcomes, skills and knowledge required to coordinate and review the promotion of an organisation's products and services. This unit applies to individuals with a broad knowledge of the promotion of products and services to an organisation.
<b>MARKET GOODS AND SERVICES INTERNATIONALLY (BSBMKG416)</b>	This unit describes the performance outcomes, skills and knowledge required to market goods and service internationally in line with the organisation's marketing plan and marketing strategy for a specified international target market.

## ILSC Training Facilities and Resources

ILSC campuses are fully equipped with all the resources and facilities required to successfully undertake this program including computer labs, relevant software, free WIFI, photocopiers, charging stations and student lounge. It is highly recommended that you bring your own laptop (device) to enhance your campus experience. All course resources are available to students via their personal login to the Learning Management System (Moodle). Students can track their progress and academic success.

## Assessments

All units studied in this qualification will be assessed in at least 3 different ways. Assessments will consist of a mix of quizzes, projects, case studies, presentations, and questions.

## Course Completion

Students obtaining a 'Competent' result for all units studied will be issued a 'Qualification' – Certificate IV in International Trade BSB41107 issued by Greystone College. Should a student not complete the full qualification, a 'Statement of Attainment' will be issued for the units which the student is deemed 'Competent'.

## Recognition of Prior Learning and Credit Transfer

RPL and Credit Transfer can be applied for at the time of enrolment or during the orientation. Please refer to Greystone College website or VET Student Handbook for more information.

Greystone College Pty Ltd partners with local and global agents to engage with prospective students.