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MANAGEMENT

Doing business in the 21st Century, with its focus on a global economy, is more and more complex. You need to be multi-skilled, innovative, and able to solve problems, and also have excellent communication and organisational skills.

Our nationally recognised courses are comprehensive and practical, giving you the opportunity to gain the skills, knowledge and qualification you require to secure your position in the business area of your choice.

COURSE INFORMATION

Our Management courses have been developed according to the requirements of the Business Services Training Package (BSB1815) and have been approved for delivery by the Australian Skills Quality Authority (ASQA). They are nationally recognised qualifications within the Australian Qualifications Framework (AQF).

STUDY PATH

Training is delivered in stages which correspond to AQF Levels II, IV, V, and VI. The preferred pathway for a qualification is for students to complete the requirements of the previous level qualification before progressing to the next level – thereby achieving more than one qualification.

Applicants without the previous level qualification will be considered if they have relevant qualification and/or vocational experience.

We aim to equip our graduates with the necessary skills and knowledge to ensure they are successful in the workplace.

DELIVERY & ASSESSMENT METHODS

Delivery and assessment strategies are selected to reflect the nature of the elements and performance criteria of the competency together with the needs and learning style of the participants. Qualifications are delivered over 20 hours per week, 16 hours face-to-face and 4 hours online learning.

Assessment methodology may include but is not limited to observation, project/ report, case study, role play, exercises, activities; and written tasks including multiple choice, questions and answer, essays, true/false and presentations.

ACADEMIC YEAR / START DATES

Don’t miss out on your intake dates. There are 36 teaching weeks per annum with the year being divided into 4 terms of 9 weeks each. The academic year begins in late January and ends late November. Primary intakes are at the beginning of each term.

<table>
<thead>
<tr>
<th>YEAR</th>
<th>TERM 1 INTAKES</th>
<th>TERM 2 INTAKES</th>
<th>TERM 3 INTAKES</th>
<th>TERM 4 INTAKES</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>15 JAN</td>
<td>02 FEB</td>
<td>02 MAR</td>
<td>24 SEP</td>
</tr>
<tr>
<td>2018</td>
<td>15 JAN</td>
<td>02 FEB</td>
<td>02 MAR</td>
<td>24 SEP</td>
</tr>
</tbody>
</table>

* Mid-Course intakes are available subject to availability; please check with admissions prior to submitting applications.

Choice of subjects may be limited in mid-term intakes.

ENTRY REQUIREMENTS

Year 11 or equivalent certificate of senior secondary education.

Recommended English Level: IELTS 5.5 (If the level of English is insufficient, a suitable course can be organised.)

OTHER FEES

Administration Fee (Non-refundable):
• A$ 300

Confirmation of Enrolment Fee (Non-refundable):
• A$ 20 for a course no longer than 12 months
• A$ 40 for a course longer than 12 months

MANAGEMENT

Certificate II in Business (BSB20115)

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Subject</th>
<th>Competency</th>
<th>Tuition Fee / Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate II in Business (BSB20115)</td>
<td>Business Environment 1</td>
<td>BSBWHS601</td>
<td>Contribute to health and safety of self and others</td>
</tr>
<tr>
<td>Certificate II in Business (BSB20115)</td>
<td>Business Customer Service 1</td>
<td>BSBCUS401</td>
<td>Coordinate implementation of customer service strategies</td>
</tr>
<tr>
<td>Certificate II in Business (BSB20115)</td>
<td>Business Customer Service 2</td>
<td>BSBMKG414</td>
<td>Provide products and services</td>
</tr>
<tr>
<td>Certificate II in Business (BSB20115)</td>
<td>Business IT 1</td>
<td>BSBITU201</td>
<td>Produce simple word processed documents</td>
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</table>

OTHER FEES

Confirmation of Enrolment Fee (Non-refundable): A$ 20

Vocational/Employment Outcome 1: Administration Assistant, Receptionist

MANAGEMENT

Certificate IV in Business (BSB40215)

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Subject</th>
<th>Competency</th>
<th>Tuition Fee / Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate IV in Business (BSB40215)</td>
<td>Business Environment 3</td>
<td>BSBWHS401</td>
<td>Implement and monitor WHS policies, procedures and programs to meet legislative requirements</td>
</tr>
<tr>
<td>Certificate IV in Business (BSB40215)</td>
<td>Business Environment 4</td>
<td>BSBKIS601</td>
<td>Identify risk and apply risk management processes</td>
</tr>
</tbody>
</table>

OTHER FEES

Confirmation of Enrolment Fee (Non-refundable): A$ 20

Vocational/Employment Outcome 2: Administrator, Project Officer

MANAGEMENT

Diploma of Leadership and Management (BSB19115)

<table>
<thead>
<tr>
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<th>Subject</th>
<th>Competency</th>
<th>Tuition Fee / Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma of Leadership and Management (BSB19115)</td>
<td>Business Environment 3</td>
<td>BSBWHS401</td>
<td>Implement and monitor WHS policies, procedures and programs to meet legislative requirements</td>
</tr>
<tr>
<td>Diploma of Leadership and Management (BSB19115)</td>
<td>Business Environment 4</td>
<td>BSBKIS601</td>
<td>Identify risk and apply risk management processes</td>
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</tbody>
</table>

OTHER FEES

Confirmation of Enrolment Fee (Non-refundable): A$ 20

Vocational/Employment Outcome 3: Area Manager, Department Manager, Regional Manager

MANAGEMENT

Advanced Diploma of Leadership and Management (BSB61015)

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Subject</th>
<th>Competency</th>
<th>Tuition Fee / Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Diploma of Leadership and Management (BSB61015)</td>
<td>Business Environment 3</td>
<td>BSBWHS401</td>
<td>Implement and monitor WHS policies, procedures and programs to meet legislative requirements</td>
</tr>
<tr>
<td>Advanced Diploma of Leadership and Management (BSB61015)</td>
<td>Business Environment 4</td>
<td>BSBKIS601</td>
<td>Identify risk and apply risk management processes</td>
</tr>
</tbody>
</table>

OTHER FEES

Confirmation of Enrolment Fee (Non-refundable): A$ 20

Vocational/Employment Outcome 4: Area Manager, Department Manager, Regional Manager

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