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About our Business Courses

Businesses are continually evolving through creative innovation and technological advances. Kick start your career and grasp these business fundamentals with our Certificate and Diploma course.

Our qualifications in business are nationally recognised and will equip you with new skills to become a leader in your field.

Graduates of our business courses are equipped with a range of employability skills including communication, teamwork, problem-solving, initiative and enterprise, planning and organising, self-management, learning and technology.

Want to know what our past students have said about our courses? Check out the following link.

http://bc.edu.au/testimonials.htm
About our *accelerated* courses
Our accelerated courses are shorter intensive courses that cover the same course content as our full-length courses. They have been designed for students wishing to obtain their qualification in shorter time frame. All courses are nationally accredited and recognised.

Course Information
Please refer to the course information on the following pages for the course outline, learning outcomes and units of competency. This page is only a reference for course duration and costs for accelerated courses.

*Accelerated* Course Cost

Please refer to our tuition page or application forms for latest course cost and duration.

http://bc.edu.au/tuition
BSB40215 CERTIFICATE IV IN BUSINESS

About this course
This qualification is aimed at people wishing to obtain a lower to medium level business position or wanting to expand on their Certificate III qualification and is ideally suited to people who wish to gain knowledge and theory in some depth, across a range of business areas.

Students will be required to complete a core unit in Occupational Health and Safety and their choice of electives from Customer Service, Administration, Team Work, Communication, Learning and Development, Writing and various Management fields.

Career and study pathway
Students who successfully complete this course may find employment in lower to medium level business positions, such as an Administrator or Project Officer or continue on to further business study such as Diploma of Business or University Degree Programs.

Learning Outcomes
Upon completion of this course, a Certificate IV in Business will be issued. Students will gain the following skill sets for employability: communication, teamwork, problem-solving, imitative and enterprise, planning and organising, self-management, learning and technology. Students may continue on to the Diploma of Business or gain employment.

Program Structure
All units of competency are to be taught separately due to the wide range of possible combinations available. This allows for students to choose units which do not overlap with other units they have chosen, or have already completed.
Units of Competency

This qualification requires students to complete 10 units of competency. It allows for 1 specific core unit, then a further 9 elective units may be chosen from any of the fields listed below. The elective units must be relevant to the work outcome and local industry requirements.

Students who have already completed any Certificate IV in Business units may apply for Recognition of Prior Learning towards the qualification (More information on appropriate units that may be credited towards this qualification is available upon request).

The units of competency that will be offered have been listed below grouped by field.

Core Units
BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements

Elective Units
BSBADM405 Organise meetings
BSBCMM401 Make a presentation
BSBFIA402 Report on financial activity
BSBITA401 Design databases
BSBITU402 Develop and use complex spreadsheets
BSBLED401 Develop teams and individuals
BSBREL401 Establish networks
BSBRSK401 Identify risk and apply risk management processes
BSBSUS301 Implement and monitor environmentally sustainable work practices
BSB50215 DIPLOMA OF BUSINESS

About this course
This course is ideal for those wishing to enter the middle to upper echelons of business, or those wishing to expand on their previous Certificate IV qualification. Students will gain an extensive depth of understanding across a broad range of business areas. The Diploma of Business is suited to students with substantial experience in a range of settings and who are seeking to further develop their skills across a wide range of business functions.

Students will select units from Advertising, Business Administration, Human Resources, Marketing, Public Relations, and various Management fields.

Career and study pathway
Upon successful completion of this course students may gain employment in middle to upper business as an Executive Officer, Program Consultant or Coordinator, may use this qualification to gain credit for a the first year of University Degree in Business.

Learning Outcomes
Upon completion of this course, a Diploma of Business will be issued. Students will gain a wide variety of knowledge in business and management. This qualification will equip students with the following employability skills: communication, teamwork, problem-solving, initiative and enterprise, planning and organising, self-management, learning and technology.

Program Structure
All units of competency are to be taught separately due to the wide range of possible combinations available. This allows for students to choose units which do not overlap with other units they have chosen, or have already completed.
Units of Competency
This qualification requires students to complete 8 units of competency. No more than 3 may be selected from any one area. The units must be relevant to the work outcome and local industry requirements.

Students who have already completed any Diploma of Business units may apply for Recognition of Prior Learning towards the qualification (More information on appropriate units that may be credited towards this qualification is available upon request).

The units of competency that will be offered have been listed below grouped by field.

Group B
BSBADM502    Manage meetings
BSBADM503    Plan and manage conferences
BSBADM504    Plan and implement administrative systems

Group C
BSBHRM501    Manage human resources services
BSBHRM502    Manage human resources management information systems
BSBHRM510    Manage an information or knowledge management system

Group E
BSBINM501    Manage an information or knowledge management system
BSBRSK501    Manage risk
BSB51915 DIPLOMA OF LEADERSHIP AND MANAGEMENT

About this course
This course reflects the role of those individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts. Students will display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. The Diploma of Leadership and Management is suited to students with interests to support individuals and teams to meet organisational or enterprise requirements.

Students will select units from various management fields including leading and managing teams, managing operational plans and developing and using emotional intelligence.

Career and study pathway
Upon successful completion of this course students may gain employment in middle to upper business as a Business Manager, Human Resources Manager or Sales Team Manager. Students may also choose to use this qualification to gain credit for a first year University Degree in Business.

Learning Outcomes
Upon completion of this course, a Diploma of Leadership and Management will be issued. Students will gain a wide variety of knowledge in business and management. This qualification will equip students with the following employability skills: planning, designing and evaluating solutions to unpredictable problems and identify, analyse and synthesise information from a variety of sources.

Program Structure
All units of competency are to be taught separately due to the wide range of possible combinations available. This allows for students to choose units which do not overlap with other units they have chosen, or have already completed.

ENTRY REQUIREMENTS
INTERNATIONAL STUDENTS
The pre-requisite for entering this course is:
- IELTS score of 5.5 with no band less than 5.0 (or equivalent)
- High school certificate OR copy of highest level of qualification.

DOMESTIC STUDENTS
The pre-requisite for entering this course is:
- High school certificate (or equivalent)
  OR copy of highest level of qualification

COST AND DURATION
Please refer to our tuition page or application forms for latest course cost and duration.
http://bc.edu.au/tuition

COURSE DELIVERY
Internal - Brisbane City Campus
External – Correspondence/Distance Learning (Domestic Students)

APPLY
Download our application form at our website:
http://www.bc.edu.au/forms.htm

Send your application with the required documents to:
study@bc.edu.au
Units of Competency
Students must complete the 4 core units and 8 elective units. 4 elective units must be selected from Group A and up to 4 may be additional units from Group A or Group B.

If not listed below, up to 2 electives may be from Diploma or above in the Business Services Training Package. If not listed below, 1 elective unit may be from any currently endorsed Training Package or accredited course at Diploma level.

Students who have completed any eligible units of competency may credit those units towards this qualification via the Recognition of Prior Learning process (RPL).

The units of competency that will be offered have been listed below grouped by field.

Core Units
BSBLDR501    Develop and use emotional intelligence
BSBMGT517    Manage operational plan
BSBLDR502    Lead and manage effective workplace relationships
BSBWOR502    Lead and manage team effectiveness

Elective Units
Group A
BSBMGT502    Manage people performance
BSBMGT516    Facilitate continuous improvement
BSBRSK501    Manage risk
BSBWOR501    Manage personal work priorities and professional development

Group B
BSBADM502    Manage meetings
BSBINM501    Manage an information or knowledge management system
BSBINN501    Establish systems that support innovation
BSBMKG507    Interpret market trends and developments
BSB60215 ADVANCED DIPLOMA OF BUSINESS

About this course
This qualification is aimed at people wishing to obtain an upper level business position or wanting to expand on their Diploma qualification and is ideally suited to people who are seeking to develop expertise across a wider range of business functions.

Students will complete units in Advertising, Marketing, Human Resources and Management.

Career and study pathway
Students who successfully complete this course may find employment in higher business positions, such as a Program Consultant or Coordinator, Senior Executive or Administrator or continue on to further business study such as a Bachelor of Business or other University Degree Programs.

Learning Outcomes
Upon completion of this course, an Advanced Diploma of Business will be issued. Students will gain employability skills such as: problem-solving, planning and organising, initiative, self-management, learning and technology. Students may continue on to a Bachelor of Business or gain employment.

Program Structure
All units of competency are to be taught separately due to the wide range of possible combinations available. This allows for students to choose units which do not overlap with other units they have chosen, or have already completed.

ENTRY REQUIREMENTS

INTERNATIONAL STUDENTS
The pre-requisite for entering this course is:
- IELTS score of 5.5 with no band less than 5.0 (or equivalent).
- High school certificate OR copy of highest level of qualification.
- Prior vocational experience in Business or related studies

DOMESTIC STUDENTS
The pre-requisite for entering this course is:
- High school certificate (or equivalent) OR copy of highest level of qualification
- Prior vocational experience in Business or related studies

COURSE COST AND DURATION

Please refer to our tuition page or application forms for latest course cost and duration.

http://bc.edu.au/tuition

COURSE DELIVERY

Internal - Brisbane City Campus
External – Correspondence/Distance Learning (Domestic Students)

APPLY

Download our application form at our website:
http://www.bc.edu.au/forms.htm

Send your application with the required documents to:
study@bc.edu.au
Units of Competency
This qualification requires students to complete 8 units of competency. No more than 3 may be selected from any one area.

The elective units must be relevant to the work outcome and local industry requirements.

Students who have already completed any Advanced Diploma of Business units may apply for Recognition of Prior Learning towards the qualification (More information on appropriate units that may be credited towards this qualification is available upon request).

The units of competency that will be offered have been listed below grouped by field.

**Group B**
- BSBHRM602 Manage human resources strategic planning
- BSBINM601 Manage knowledge and information
- BSBINN601 Lead and manage organisational change

**Group C**
- BSBMKG607 Manage market research
- BSBMKG608 Develop organisational marketing objectives
- BSBMKG609 Develop a marketing plan

**Group D**
- BSBCON801 Establish and review the business continuity management framework and strategies
- BSBFIN601 Manage finances
- BSBINM601 Manage knowledge and information
BSB61015 ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT

About this course
This qualification is aimed at people wishing to obtain a leadership or management position or wanting to expand on their qualifications. This course is ideally suited to people who are seeking to develop expertise in leadership and management across a wider range of enterprise and industry contexts.

Students will be required to complete core units in Managing Finances, Managing Organisational Change, Leadership and Implementing a Business Plan. Students also have a choice of electives such as Customer Service, Human Resources, Business Innovation and Strategic Planning.

Career and study pathway
Students who successfully complete this course may find employment in leadership and management positions, such as a Team Leader, Operation Manager, Department Manager or Senior Executive or continue on to further business study such as a Bachelor of Business or other University Degree Programs.

Learning Outcomes
Upon completion of this course, an Advanced Diploma of Leadership and Management will be issued. Students will gain employability skills such as: leadership, planning and organising, initiative, self-management, communication and how to effectively respond to problems. Students may continue on to a Bachelor of Business or gain employment.

Program Structure
All units of competency are to be taught separately due to the wide range of possible combinations available. This allows for students to choose units which do not overlap with other units they have chosen, or have already completed.

ENTRY REQUIREMENTS
INTERNATIONAL STUDENTS
The pre-requisite for entering this course is:
- IELTS score of 5.5 with no band less than 5.0 (or equivalent).
- High school certificate OR copy of highest level of qualification.
- Prior vocational experience in Business or related studies

DOMESTIC STUDENTS
The pre-requisite for entering this course is:
- High school certificate (or equivalent)
- OR copy of highest level of qualification
- Prior vocational experience in Business or related studies

COURSE COST AND DURATION
Please refer to our tuition page or application forms for latest course cost and duration.
http://bc.edu.au/tuition

COURSE DELIVERY
Internal - Brisbane City Campus
External – Correspondence/Distance Learning (Domestic Students)

APPLY
Download our application form at our website:
http://www.bc.edu.au/forms.htm
Send your application with the required documents to:
study@bc.edu.au
Units of Competency
This qualification requires students to complete 12 units of competency. It allows for 4 specific core units, then a further 8 elective units. The elective units must be relevant to the work outcome and local industry requirements.

The units of competency that will be offered have been listed below grouped by field.

Core Units

- BSBFIM601 Manage finances
- BSBINN601 Lead and manage organisational change
- BSBMG605 Provide leadership across the organisation
- BSBMG617 Develop and implement a business plan

Electives

- BSBINM601 Manage knowledge and information
- BSBMG608 Manage innovation and continuous improvement
- BSBMG622 Manage resources
- BSBMG609 Develop a marketing plan
- BSBKGR601 Define recordkeeping framework
- BSBRSK501 Manage risk
- BSBUS501 Develop workplace policy and procedures for sustainability
- BSBWHS605 Develop, implement and maintain WHS management systems
Distance Study

Distance study mode is available for all the Business Courses. Distance study is done by completing your course work externally. You can even complete the work at home or anywhere else in the world.

Who is distance study for?

The distance study option is for those who are looking to study while working full time or looking for a flexible option for studying. It also gives you the opportunity to study and learn at your own pace.

Is support still available while I study?

There is still study support available for this mode of study through a designated Trainer who will respond to any questions or queries you have during your studies. Correspondence is generally through email.

How does distance study work?

There is a maximum duration set for each course where the Assessment requirements for each Unit of Competency must be submitted and marked competent within the maximum time frame to complete the course. This requires prioritising your time so that you can complete all the Units within the maximum time frame. If you need more time to complete your studies, we can look at options to extend your course end date.

What happens when I complete my course?

Once you complete the course requirements and have confirmation from the College that you have completed your course requirements, you will be sent a Course Completion Form. Once that Form has been filled out and returned to the College, you will be issued your Certificate and Academic Transcript up to 14 days from the date we finish processing your Form.
## Key dates and information

### 2017 COURSE STARTING DATES

<table>
<thead>
<tr>
<th>6 Feb 17</th>
<th>6 Mar 17</th>
<th>18 Apr 17</th>
<th>22 May 17</th>
<th>17 Jul 17</th>
<th>21 Aug 17</th>
<th>9 Oct 17</th>
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</table>

### 2017 ACADEMIC CALENDAR

<table>
<thead>
<tr>
<th>TERM</th>
<th>DATES</th>
<th>HOLIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 2 2017</td>
<td>18 April 2017 – 23 June 2017</td>
<td>26 June 2017 – 7 July 2017</td>
</tr>
<tr>
<td>Term 4 2017</td>
<td>9 October 2017 – 15 December 2017</td>
<td>18 December 2017 – 26 January 2018</td>
</tr>
</tbody>
</table>

### INTERNATIONAL STUDENT INFORMATION

#### OVERSEAS STUDENT HEALTH COVER

<table>
<thead>
<tr>
<th>LENGTH OF POLICY</th>
<th>SINGLE</th>
<th>COUPLES</th>
<th>FAMILY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 3 months</td>
<td>$146</td>
<td>$414</td>
<td>$598</td>
</tr>
<tr>
<td>Up to 6 months</td>
<td>$292</td>
<td>$690</td>
<td>$1195</td>
</tr>
<tr>
<td>Up to 9 months</td>
<td>$437</td>
<td>$1241</td>
<td>$1792</td>
</tr>
<tr>
<td>Up to 12 months</td>
<td>$583</td>
<td>$1654</td>
<td>$2390</td>
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</table>

#### ACCOMMODATION

<table>
<thead>
<tr>
<th>TYPE</th>
<th>PRICE ($AU)</th>
<th>PROVIDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Placement Fees</td>
<td>$100</td>
<td>N/A</td>
</tr>
<tr>
<td>Homestay (4 weeks min)</td>
<td>$240 p/wk</td>
<td>3 Meals/day &amp; Utilities</td>
</tr>
<tr>
<td>Additional Nights</td>
<td>$34 per night</td>
<td>3 Meals/day &amp; Utilities</td>
</tr>
</tbody>
</table>

#### SAMPLE TIMETABLE*

<table>
<thead>
<tr>
<th>DAY/TIME</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00am - 10:20am</td>
<td>BUSINESS</td>
<td></td>
<td></td>
<td>BUSINESS</td>
<td></td>
</tr>
<tr>
<td>10:30am – 10:45am</td>
<td></td>
<td></td>
<td></td>
<td><em>Morning Break</em></td>
<td></td>
</tr>
<tr>
<td>10:45am – 12:15pm</td>
<td>BUSINESS</td>
<td></td>
<td></td>
<td>BUSINESS</td>
<td></td>
</tr>
<tr>
<td>12:15pm – 1:15pm</td>
<td></td>
<td></td>
<td></td>
<td><em>Lunch</em></td>
<td></td>
</tr>
<tr>
<td>1:15pm – 3:15pm</td>
<td>BUSINESS</td>
<td></td>
<td></td>
<td>BUSINESS</td>
<td></td>
</tr>
</tbody>
</table>

*The sample timetable is subject to change each term
Enrolment procedure

**International Students**

1. Student emails or posts application to Brisbane College
2. Application is assessed within 1 working day
3. Letter of offer is sent to the student
4. Pay course fee
5. BC will send confirmation of enrolment (COE)
6. Apply for student visa to Australian Embassy
7. Student arrives in Brisbane
8. Student begins course

**Domestic Students**

1. Student emails or posts application to Brisbane College
2. Application is assessed within 1 working day
3. Letter of offer is sent to the student
4. Pay course fee
5. Student begins course
Prior to submitting your application form, ensure that you have all the supporting documents by completing the application checklist below.

**International Students**
- Application Form
- Copy of Passport
- IELTS Test Results
- Copy of High School Certificate or highest level of qualification
- Check for course prerequisites

**Domestic Students**
- Application Form
- Copy of Passport
- Copy of High School Certificate or highest level of qualification
- Check for course prerequisites

BC recommends all that applicants visit the Department of Immigration and Multicultural Affairs website at: www.immi.gov.au to find out more details on visa requirements applicable to each applicant.

However, before applying to the Australian Embassy for an Australian visa, students are advised to have:

- Applied to the College
- Paid Course fees
- Obtained Electronic Confirmation of Enrolment (COE) from the College
- Health check
- Paid Overseas Student Health Cover
TERMS AND CONDITIONS OF ENROLMENT

All Students must read this document carefully before signing the student agreement

REFUND POLICY

1. The enrolment fee is not refundable under any circumstances.
2. All requests for cancellations, transfers and refunds must be made in writing and require the presentation of relevant supporting documentation.
3. Upon approval the application will be refunded in accordance with the ESOS regulations.
4. No refunds will be given to students who are expelled for unacceptable behaviour or non-compliance with visa conditions.
5. If, after the full payment of fees a student withdraws an application the following will apply:
   A. If written notice is received by BC more than 28 days before commencement of the course a cancellation fee of 30% of the total tuition fees received will be deducted from the refund.
   B. If written notice is received by BC less than 28 days before commencement, no refund will be made.

ACCOMMODATION AND AIRPORT TRANSFER FEE

1. Placement fees are non-refundable.
2. Where a transfer is granted a cancellation fee of $100 plus any additional tuition fees applicable to the new course before starting the new course.
3. Requests for transfer must be made to the Administration Office in writing and be accompanied by a letter of offer from the receiving institution. Evidence of exceptional and/or extenuating circumstances is also required.
4. If approved, any money transferred will be in accordance with BC’s Refund Policy.

ACCOMMODATION FEES

Placement Fees: $100
Home-stay (at least 4 wks): $240 p/wk
Additional Nights: $35 per night

(includes all meals throughout your stay)

GUARANTEE OF TRAINING/ASSESSMENT

Once a student has successfully enrolled and paid for an entire course, BC is under obligation to deliver the training and assessment for that entire course. In the event that BC is unable to deliver the training and assessment for that course, a refund will be given in accordance with BC’s Refund Policy.

ATTENDANCE OBLIGATIONS

Students studying courses in Australia on a student visa are required by law to attend 80% of all classes. It is mandatory to attend 20 hours of lessons per week. BC is under obligation to report to the Department of Immigration and Citizenship if this requirement is not met.