



BSB50120 Diploma of Business (CRICOS Course Code 113282A)

Are you seeking to progress your career in business and develop industry relevant skills? The BSB50120 Diploma of Business, which is a nationally recognised qualification, provides you with the skills and knowledge to work in a wide variety of business roles and settings. Some of the things you will learn include, how to use digital technologies, organise meetings, set priorities, organise records systems, and undertake marketing activities.

Training is conducted 13.5 hours per week face-to-face in a classroom environment plus 6.5 hours online study. Sessions are trainer-led and the training program is undertaken using a planned schedule in accordance with national standards.

The Course Facts

Pre-enrolment interview: a pre-enrolment interview will be conducted with the Academic Manager or their delegate, to assess your suitability and capacity to undertake the course.

Education Agents

Allman College uses education agents to assist with the recruitment of students. A list of current agents is on the website.

Commencement

There are normally four (4) intakes each year, in January, April, July and October. For commencement dates, please email enquiries@allmancollege.com.au. Course commencement dates are subject to sufficient student enrolments.

Location:

Level 3, 127 Liverpool Street, Sydney NSW 2000

Course Structure

The course will be delivered in six terms of 9 weeks over an 18 month period. You will complete 54 weeks study with 24 weeks term breaks. Total 78 weeks.

You are required to attend all your scheduled classes, participate in class activities and complete assessments. Attendance is mandatory and recorded.

There are no exams to complete. You will be assessed through written tasks and completing practical activities in class.

Following is the list of the units of competency to be delivered each term:

Year 1 - Term One

BSBPEF502 Develop and use emotional intelligence

BSBSUS511 Develop workplace policies and procedures for sustainability

Year 1 - Term Two

BSBSTR501 Establish innovative work environments

BSBTEC404 Use digital technologies to collaborate in a work environment

Year 1 - Term Three

BSBSUS601 Lead corporate social responsibility

BSBMKG541 Identify and evaluate marketing opportunities

Year 1 - Term Four

BSBCRT511 Develop critical thinking in others

BSBXCM501 Lead communication in the workplace

Year 2 - Term One

BSBOPS501 Manage business resources

BSBFIN501 Manage budgets and financial plans

Year 2 - Term Two

BSBTWK503 Manage meetings

BSBLDR522 Manage people performance

Course Fees

Enrolment Fee (not refundable)	AUD 200
Tuition Fee	AUD 9000
Materials Fee	AUD 300
Total	AUD 9,500

Please note a full list of all possible fees and charges is available on the website. A student may choose to pay more than 50 per cent of their tuition fees before their course commences if they wish. This is not a requirement.

Payment Schedule

Year 1 - Term One – AUD 2,000 (includes enrolment and materials fee)

Year 1 - Term Two – AUD 1,500

Year 1 - Term Three – AUD 1,500

Year 1 - Term Four – AUD 1,500

Year 2 - Term One – AUD 1,500

Year 2 - Term Two – AUD 1,500

All term payments must be paid in full, 14 days in advance of the term commencing in order to maintain a valid enrolment.

Minimum Entry Requirements:

- Be over the age of 18
- Verified evidence of IELTS Level 6 or equivalent.
- Intermediate level computer skills that include using intermediate level Word features.



Ability to produce and present word-processed documents/ reports and undertake internet research.

- Need to provide own laptop and/or tablet that is compatible with Australian power voltage requirements to use in class and that is loaded with Microsoft Office 365 software or Open Office 365 (open source). Microsoft Office 2007 or above, and Microsoft Windows 2000 or Mac OS X, Adobe Acrobat Reader and Macro Flash Media.
- Have completed an equivalent secondary schooling level of a High School Certificate or can demonstrate suitable work experience.

Meet the following Student Visa subclass 500 Vocational Education and Training requirements;

- Be a genuine student
- Meet English language test score requirements
- Demonstrate financial capacity
- Hold Overseas Student Health Cover (OSHC)
- Meet the health requirements
- Be of good character
- Have no outstanding debts to the Commonwealth of Australia

Application Process

To enrol into a course as an overseas student at Allman College, applicants must complete an International Student Enrolment Form available from the website. The form should be completed in full and submitted by email to: enquiries@allmancollege.edu.au

The application for enrolment must be accompanied by:

- Evidence of IELTS proficiency (General Score of 6) or equivalent
- Evidence of a High School Certificate or equivalent secondary schooling outcome

When we receive your application, our Admissions Officer will review it for completeness. When the application for enrolment is complete you will be issued a Letter of Offer (valid for 30 days), an invoice for initial payment of fees and provided with an International Student Agreement for your review.

Once you accept the offer you are required to return the student agreement with the initial payment of fees, IELTS and education proof.

Upon approval of your application, an electronic confirmation of enrolment (eCoe) will be generated and forwarded to Department of Home Affairs and yourself at the address provided on your application with an official receipt for the fees paid. It is the applicant's responsibility to apply for a student visa. If your application is not complete, an Admissions Officer will contact you.

Making a Student Visa Application

Complete the online form through the DHA's ImmiAccount and pay the application fee. Include evidence of your intended course of study. This can be a Confirmation of Enrolment (CoE) or, for applicants already inside Australia, a Letter of Offer from your education institution.



Successful Student Visa

If your student visa application is approved, you should contact Allman College and provide evidence of approval. Allman College will contact you to confirm your timetable, start date and all other arrangements for your study with us.

Unsuccessful Student Visa

If your student visa application is NOT approved, you must advise Allman College and apply in writing for a refund of student fees, in accordance with our Fee Refund Policy.

Protection under Australian Consumer Law

As a student undertaking a vocational education and training course, you are protected under Australian Consumer Law and under State and Territory consumer protection laws. These protections include areas such as unfair contract terms, consumer guarantees, a statutory cooling-off period, and unscrupulous sales practices. You can find out more information about your rights as a consumer from the Australian Consumer Law website which includes a range of helpful guides relating to specific areas of protection. Please visit the Australian Consumer Law website for more information

For further information, please contact:

Allman College Admissions Office on:

E-mail: enquiries@allmancollege.edu.au

Phone: 1300 002 965

Website: www.allmancollege.edu.au

International Students should also visit the college website which gives more information about the study environment, complaints and appeals processes, course fees and refund policy, support services, course credit and schooling obligations for dependent children. See the Student Handbook for further details.

The website covers the remaining general information that is relevant to all International Students and is required by the legislation and also has links to other Allman College pages with specific information.