



— AUSTRALIA —
INTERNATIONAL COLLEGE
OF
BUSINESS & TECHNOLOGY
Est 1995

Why Should I Enrol?

People who are seeking to train in Australia. Successful applicants must be eligible to receive a Student Visa from the Australian Department of Home Affairs. Normally, a Subclass 500 Visa. The course is structured and scheduled to suit overseas students.

Target students of this qualification reflect the role of individuals in a variety of Business Services job roles. These individuals may have frontline management accountabilities.



BSB50120 | Diploma of Business

Are you suited?

Target students will carry out moderately complex tasks in a specialist field of expertise that requires business operations skills. They may possess substantial experience in a range of settings but seek to further develop their skills across a wide range of business functions.

Job titles for graduates may include:

- Office Manager
- Administration Supervisor
- Human Resources Supervisor
- Leading Hand
- Team Leader
- Sales Team Coordinator
- Human Resources Assistant

It is expected that classes will take place at the Brisbane City training facility. Class size is limited to 15 Students to one (1) trainer and assessor. Students must be over 18 years of age.

Successful graduates will receive a BSB50120 Diploma of Business.

IMPORTANT:

Students should consider this training program to be twelve (12) months of study, research, training and assessment. Students must be prepared to engage with Australia International College of Business & Technology for 12 months and be willing to contribute their own time, effort and resources and be genuinely committed to working toward a satisfactory outcome.

Course Details

Student Selection

Enrolment and admission into some Australia International College of Business & Technology training programs is subject to meeting certain entry requirements. Specific details of the entry requirements pertaining to these training programs are contained in individual course documentation and are made available prior to enrolment.

Enrolment applications will then be assessed to ensure that you meet any entry requirements that have been set for the selected course. You will be informed of successful enrolment and sent information on the course including the course induction. If you do not meet the requirements for the selected course, you will be notified of your unsuccessful enrolment and invited to contact the Australia International College of Business & Technology to discuss your training needs and alternative opportunities.

In consideration of training with Australia International College of Business & Technology be sure you read and understand our Student Handbook. Key points must be met to ensure your successful enrolment:

- Visa status and Visa eligibility
- English proficiency
- Previous study and work situation
- Letter of Offer
- Financial viability
- Confirmation of Enrolment
- Overseas health cover

Language, Literacy, and Numeracy (LLN)

Enrolment requires English proficiency equivalent to International English Language Testing System (IELTS) band 6.0 or higher. Our courses include written materials and numerical calculations, so this ensures all students have the necessary language skills to succeed.

Course Entry Interview Form

The Education Agent will work with the potential student to complete this form. The intention is to confirm that the potential student is suited to enrol in this training program. Secondly, and most importantly, the interview will confirm the person's desire to live, work and study in Australia.

COVID-19 Restrictions

It is the student's responsibility to ensure that they comply with local and Australian COVID-19 restrictions and eligibility requirements to travel.

Once a student expresses their interest with an education agent or with the Australia International College of Business & Technology, they will be added to our list of potential students who will be promptly updated and kept informed on the current situation.

We strongly recommend that all students are fully vaccinated against Covid-19.

Workplace

The Australia International College of Business & Technology does not train or assess students in their workplace.

Students may source up to 20 hours work per week. Where this work is relevant to their studies they will engage with and learn from other professionals and experience real-world activities.

Program of study

The program is delivered over a period of twelve (12) months.

Specifically, 42 weeks of training, study and assessment, and 10 weeks of breaks and holiday.

Training and Assessment

Day 1 (each week)
4 hours training
4 hours assessment
• Role plays
• Projects
• Case Studies
• Reports

Day 2 (each week)
8 hours training

Day 3 (each week)
3.5 hours assessment

*Each day commencing at 9:00 am and finishing at 4:00 pm,
except for Half day starting at 9:00 am and finishing at 12:30 pm

Assessment – Self Paced

Project Assessment: Four (4) hours per week. The student will complete a practical project in their own time

Self-Paced Study

Ten (10) hours per week

- Review and study material delivered in class
- Answer review questions in learner guide (formative assessment)

Students are directed to take part in self-paced study across the duration of the training program. When enrolment is confirmed, students are provided with access to a repository of learner resources.

The student is provided with specific, documented support across their self-paced study:

- Student Study Schedule that includes:
 - A month-by-month study program
 - Training schedule
 - Schedule for students to complete work in their own time
 - Scheduled study, research and completion of assessments
 - Indicative deadlines

Student Support

Two (2) hours per week – Support provided by the trainer and assessor to monitor the Student's progress. Australia International College of Business & Technology trainers and assessors will proactively engage with students across the duration of the training program. The Australia International College of Business & Technology trainers and assessors will use a range of media including:

- Email
- Phone call
- Text message
- Social media

Pro-active engagement with the student driven by the Australia International College of Business & Technology trainer will include:

- Current events related to business practice
- Current events that impact society and business professionals
- New innovations relevant to business managers in the workplace
- Cultural and social information relevant to the business sector

Students are provided with

- Learning Resources.
- Handouts, notes, references
- Student Study Schedule

Students must provide:

- Laptop computer
- MS Office or equivalent
- Software and hardware to access wi-fi and the internet

Location

Australia International College of Business & Technology has a purpose-built theory training facility located at: Level 2, 243 Edward Street, Brisbane QLD 4000

Your Australia International College of Business & Technology Trainer

Each of our trainers is an industry professional with formal academic qualifications backed by 'hands on' industry experience. Australia International College of Business & Technology sets the highest standards for training delivery, presentation, and assessment. You'll enjoy learning from the best.

What will I Study?

An Australia Nationally recognised qualification.

BSBCRT511	Develop critical thinking in others
BSBSUS511	Develop workforce policy and procedures for sustainability
BSBXCM501	Lead communication in the workplace
BSBOPS501	Manage business resources
BSBFIN501	Manage budgets and financial plans
BSBOPS502	Manage business operational plans
BSBOPS504	Manage business risk
BSBTWK503	Manage meetings
BSBPEF501	Manage personal work priorities and professional development
BSBLDR523	Lead and manage effective workplace relationships
BSBTWK502	Manage team effectiveness
BSBTWK401	Build and maintain business relationships

Tuition Fee

AUD \$12,000

Enrolment fee

AUD \$550

Re-submit Fee

AUD\$200

Duration

12 months

Withdrawal Fee

AUD \$200

Re-assessment fee

AUD \$400

Refund administration fee

Nil

Re-issue student card

AUD \$50

Produce partial completion statement of attainment

AUD \$150



— AUSTRALIA —[®]
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Est 1995

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