BRISBANE COLLEGE OF AUSTRALIA

BUSINESS COURSE INFORMATION
Prior to submitting your application form, ensure that you have all the supporting documents by completing the application checklist below.

**VISA REQUIREMENTS**

BC recommends all that applicants visit the Department of Immigration and Multicultural Affairs website at: [www.immi.gov.au](http://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 medical insurance at Medibank Private

**APPLICATION CHECKLIST**

**International Students**

- Application Form
- Copy of Passport
- IELTS Test Results
- Copy of High School Certificate and highest level of qualification
- Check for course prerequisites

**Domestic Students**

- Application Form
- Copy of Passport
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- Check for course prerequisites

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- Applied to the College
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- Obtained Electronic Confirmation of Enrolment (COE) from the College
- Health check
- Paid medical insurance at Medibank Private
## Key dates and information

### 2013 COURSE STARTING DATES

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan</td>
<td>29</td>
</tr>
<tr>
<td>Mar</td>
<td>4</td>
</tr>
<tr>
<td>Apr</td>
<td>22</td>
</tr>
<tr>
<td>May</td>
<td>20</td>
</tr>
<tr>
<td>Jul</td>
<td>15</td>
</tr>
<tr>
<td>Aug</td>
<td>19</td>
</tr>
<tr>
<td>Oct</td>
<td>8</td>
</tr>
<tr>
<td>Nov</td>
<td>11</td>
</tr>
</tbody>
</table>

### 2013 PUBLIC HOLIDAYS

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan</td>
<td>1</td>
</tr>
<tr>
<td>Jan</td>
<td>28</td>
</tr>
<tr>
<td>Mar</td>
<td>29</td>
</tr>
<tr>
<td>Mar</td>
<td>31</td>
</tr>
<tr>
<td>Apr</td>
<td>1</td>
</tr>
<tr>
<td>Apr</td>
<td>25</td>
</tr>
<tr>
<td>May</td>
<td>6</td>
</tr>
<tr>
<td>Aug</td>
<td>14</td>
</tr>
<tr>
<td>Oct</td>
<td>7</td>
</tr>
<tr>
<td>Dec</td>
<td>25</td>
</tr>
<tr>
<td>Dec</td>
<td>26</td>
</tr>
</tbody>
</table>

### ACADEMIC CALENDER

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
<th>Holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1 2013</td>
<td>29 January 2013 – 05 April 2013</td>
<td>05 April 2013 – 21 April 2013</td>
</tr>
</tbody>
</table>

### OVERSEAS STUDENT HEALTH COVER

<table>
<thead>
<tr>
<th>Length of Policy</th>
<th>Single</th>
<th>Family</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 3 months</td>
<td>$110</td>
<td>$358</td>
</tr>
<tr>
<td>Up to 6 months</td>
<td>$220</td>
<td>$715</td>
</tr>
<tr>
<td>Up to 9 months</td>
<td>$330</td>
<td>$1,073</td>
</tr>
<tr>
<td>Up to 12 months</td>
<td>$440</td>
<td>$1,430</td>
</tr>
</tbody>
</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>$230 p/wk</td>
<td>3 Meals/day &amp; Utilities</td>
</tr>
<tr>
<td>Additional Nights</td>
<td>$33 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>Accounting</td>
<td>Accounting</td>
<td>Accounting</td>
<td>Accounting</td>
<td>Accounting</td>
</tr>
<tr>
<td>10:30am – 10:45am</td>
<td></td>
<td></td>
<td>Morning Break</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:45am – 12:15pm</td>
<td>Accounting</td>
<td>Accounting</td>
<td>Accounting</td>
<td>Accounting</td>
<td>Accounting</td>
</tr>
<tr>
<td>12:15pm – 1:15pm</td>
<td>Lunch</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:15pm – 3:15pm</td>
<td>Accounting</td>
<td>Accounting</td>
<td>Accounting</td>
<td>Accounting</td>
<td>Accounting</td>
</tr>
</tbody>
</table>

*The sample timetable is subject to change
Enrolment procedure

International Students

Student emails or posts application to Brisbane College

Application is assessed within 1 working day

Letter of offer is sent to the student

Pay course fee

Student Visa

Working holiday & travel visa

BC will send confirmation of

Apply for student visa to Australian Embassy

Student arrives in Brisbane

Student begins course

Domestic Students

Student emails or posts application to Brisbane College

Application is assessed within 1 working day

Letter of offer is sent to the student

Pay course fee

Student begins course
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.

Accelerated Course Cost

INTERNATIONAL STUDENTS

<table>
<thead>
<tr>
<th>COURSE</th>
<th>PRICE</th>
<th>DURATION</th>
<th>TEXTBOOK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate IV in Business (Accelerated)</td>
<td>$2 700</td>
<td>12 weeks</td>
<td>$400</td>
</tr>
<tr>
<td>Diploma of Business (Accelerated)</td>
<td>$2 950</td>
<td>12 weeks</td>
<td>$400</td>
</tr>
<tr>
<td>Diploma of Business (Accelerated) (Including Certificate IV in Business)</td>
<td>$4 750</td>
<td>24 weeks</td>
<td>$500</td>
</tr>
</tbody>
</table>

DOMESTIC STUDENTS

<table>
<thead>
<tr>
<th>COURSE</th>
<th>PRICE</th>
<th>DURATION</th>
<th>TEXTBOOK</th>
</tr>
</thead>
<tbody>
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</tr>
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<td>$2 950</td>
<td>12 weeks</td>
<td>$400</td>
</tr>
<tr>
<td>Diploma of Business (Accelerated) (Including Certificate IV in Business)</td>
<td>$4 750</td>
<td>24 weeks</td>
<td>$500</td>
</tr>
</tbody>
</table>
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, Continuity, Administration, Innovation, Intellectual Property, Interpersonal Communication, Learning and Development, Marketing, Recordkeeping, Research, Sustainability, 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.

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 and copy of highest level of qualification.

DOMESTIC STUDENTS
The pre-requisite for entering this course is:
- High school certificate
- Copy of highest level of qualification

COURSE DURATION
24 weeks

COURSE COST
INTERNATIONAL STUDENTS
Full time - $3 750
Textbooks - $400

DOMESTIC STUDENTS
Full time - $3 500
Textbooks - $400

COURSE DELIVERY
Internal - Brisbane City Campus

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 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

Occupational Health and Safety
BSBWHS401A Implement and monitor WHS policies, procedures and programs to meet legislative requirements

Elective Units

Customer Service
BSBCUS401B Coordinate implementation of customer service strategies
BSBCUS402B Address customer needs
BSBCUS403B Implement customer service standards

Continuity
BSBCON401A Work effectively in a business continuity context

E-Business
BSBEBU401A Review and maintain a website

Financial Administration
BSBFIA402A Report on financial activity

General Administration
BSBADM405B Organise meetings
BSBADM409A Coordinate business resources

Innovation
BSBINN301A Promote innovation in a team environment

Intellectual Property
BSBIPR401A Use and respect copyright
BSBIPR402A Protect and use new inventions and innovations
BSBIPR403A Protect and use brands and business identity
BSBIPR404A Protect and use innovative designs
BSBIPR405A Protect and use intangible assets in small business

Interpersonal Communication
BSBCMM401A Make a presentation
### IT Analysis and Design
- **BSBITA401A** Design databases

### IT Support
- **BSBITS401B** Maintain business technology

### IT Use
- **BSBITU401A** Design databases
- **BSBITU402A** Develop and use complex spreadsheets
- **BSBITU404A** Produce complex desktop published documents

### Learning and Development
- **BSBLED401A** Develop teams and individuals

### Marketing
- **BSBMKG413A** Promote products and services
- **BSBMKG414B** Undertake marketing activities

### Project Management
- **BSBPMG510A** Manage projects

### Recordkeeping
- **BSBRKG402B** Provide information from and about records

### Relationship Management
- **BSBREL401A** Establish networks

### Research
- **BSBRES401A** Analyse and present research information

### Risk Management
- **BSBRSK401A** Identify risk and apply risk management processes

### Sustainability
- **BSBSUS301A** Implement and monitor environmentally sustainable work practices

### Writing
- **BSBWRT401A** Write complex documents
DIPLOMA OF BUSINESS
BSB50207

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.

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

DOMESTIC STUDENTS
The pre-requisite for entering this course is:
- High school certificate
- Copy of highest level of qualification
- Certificate IV in Business

COURSE DURATION
DOMESTIC AND INTERNATIONAL STUDENTS
24 weeks

INTERNATIONAL STUDENTS
(Diploma and Certificate IV in Business) 52 weeks

COURSE COST
INTERNATIONAL STUDENTS
Full time - $4,250
Textbooks - $400

(Diploma and Certificate IV in Business)
Full time - $7,500
Textbooks - $500

DOMESTIC STUDENTS
Full time - $3,750
Textbooks - $400

COURSE DELIVERY
Internal - Brisbane City Campus

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

Send your application with the required documents to:
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Units of Competency
This qualification requires students to complete 8 units of competency. It allows for 8 units to be selected from any of the units listed below. 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.

Advertising Units

Advertising
BSBADV503B  Coordinate advertising research
BSBADV507B  Develop a media plan
BSBADV509A  Create mass print media advertisements
BSBADV510A  Create mass electronic media advertisements
BSBMKG523A  Design and develop an integrated marking communication plan

Writing
BSBWRT501A  Write persuasive copy

E-business
BSBEBU501A  Investigate and design e-business solutions

Financial Administration
BSBFIM502A  Manage payroll

General Administration
BSBADM502B  Manage meetings
BSBADM503B  Plan and manage conferences
BSBADM504B  Plan or review administration systems
BSBADM506B  Manage business document design and development

IT Building and Implementation
BSBITB501A  Establish and maintain a working computer network

Human Resource Management Units
BSBHRM501A  Manage human resources services
BSBHRM502A  Manage human resources management information systems
BSBHRM504A  Manage workforce planning
BSBHRM505B  Manage remuneration and employee benefits
BSBHRM506A  Manage recruitment, selection and induction processes
BSBHRM507A  Manage separation or termination
BSBHRM509A  Manage rehabilitation or return-to-work programs
BSBHRM510A  Manage mediation processes

Learning and Development
BSBLED502A  Manage programs that promote personal effectiveness

Marketing Units
BSBMKG501B  Identify and evaluate marketing opportunities
BSBMKG502B  Establish and adjust the marketing mix
BSBMKG506B  Plan market research
BSBMKG507A  Interpret market trends and developments
BSBMKG508A  Plan direct marketing activities
BSBMKG509A  Implement and monitor direct marketing activities
BSBMKG510B  Plan e-marketing communications
BSBMKG514A  Implement and monitor marketing activities
BSBMKG515A  Conduct a marketing audit

Public Relations Units
BSBPUB501A  Manage the public relations publication process
BSBPUB502A  Develop and manage complex public relations campaigns
BSBPUB503A  Manage fundraising and sponsorship activities
BSBPUB504A  Develop and implement crisis management plans

Management Units
Continuity
BSBCON601B  Develop and maintain business continuity plans

Information Management
BSBINM501A  Manage an information or knowledge management system

Innovation
BSBINN501A  Establish systems that support innovation
BSBINN502A  Build and sustain an innovative work environment

Intellectual Property
BSBIPR501A  Manage intellectual property to protect and grow business

Management
BSBPMG510A  Manage projects

Project Management
BSBPMG510A  Manage projects

Risk Management
BSBRSK501B  Manage risk

Sustainability
BSBSUS501A  Develop workplace policy and procedures for sustainability

Workplace Effectiveness
BSBWOR501B  Manage personal work priorities and professional development
BRISBANE COLLEGE OF AUSTRALIA
TERMS AND CONDITIONS OF ENROLMENT

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

<table>
<thead>
<tr>
<th>REFUND POLICY</th>
<th>TRANSFERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The enrolment fee is not refundable in any circumstance.</td>
<td></td>
</tr>
<tr>
<td>2. All requests for cancellations, transfers and refunds must be made in writing and require the presentation of relevant supporting documentation.</td>
<td></td>
</tr>
<tr>
<td>3. Upon approval the application will be refunded in accordance with the ESOS regulations.</td>
<td></td>
</tr>
<tr>
<td>4. No refunds will be given to students who are expelled for unacceptable behaviour or non-compliance with visa conditions.</td>
<td></td>
</tr>
<tr>
<td>5. If, after the full payment of fees a student withdraws an application the following will apply:</td>
<td></td>
</tr>
<tr>
<td>4.1 If written notice is received by BC for more than 28 days before the commencing of the course a cancellation fee of 15% will be deducted from the fees received.</td>
<td></td>
</tr>
<tr>
<td>4.2 If written notice is received by BC up to 28 days, but more than 14 days prior to the course commencing a cancellation fee of 20% will be deducted from fees received.</td>
<td></td>
</tr>
<tr>
<td>4.3 If a student withdraws within 14 days of the commencement of the course, no refund will be made.</td>
<td></td>
</tr>
<tr>
<td>4.4 No refund will be made for that portion of the tuition fee that is payable as counselling fees to the students appointed agent.</td>
<td></td>
</tr>
<tr>
<td>6. If the visa is refused by the Australian Authority an administration fee will be deducted and a refund of the tuition fee will be given.</td>
<td></td>
</tr>
<tr>
<td>5.1 The administration fee will be no more than the lesser of $250 and 5% of the total amount of course money that BC received in respect of the student for the course before the default date.</td>
<td></td>
</tr>
<tr>
<td>7. If the course has not commenced and BC cannot deliver the course, BC will refund your full tuition fee (including your enrolment fee).</td>
<td></td>
</tr>
<tr>
<td>8. If the course has commenced and BC cannot deliver the course, BC will give a full refund of the tuition fees for all course money paid.</td>
<td></td>
</tr>
<tr>
<td>9. The registered provider’s dispute resolution processes do not circumscribe the student’s right to pursue other legal remedies.</td>
<td></td>
</tr>
<tr>
<td>10. This agreement does not remove the right to take action under Australia’s consumer protection laws.</td>
<td></td>
</tr>
<tr>
<td>11. BC may provide student information, including enrolment details, visa-related information, academic performance and attendance records, to Australian Commonwealth and State agencies and to the managers of the ESOS Assurance Fund.</td>
<td></td>
</tr>
<tr>
<td>12. In the case of a student returning home any refund will only be made after the student ID card is returned and immigration notified.</td>
<td></td>
</tr>
</tbody>
</table>

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

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.
PERSONAL INFORMATION

Family Name ____________________________
Given Name/s ____________________________
Date of Birth (d/m/y) ____/____/____ Sex: F □ M □
Language ____________________________
Nationality ____________________________
Passport Number ____________________________
E-mail Address ____________________________
Home Address ____________________________
Current Address ____________________________

Note: You must notify BC of a change in address while enrolled in a course.

Do you have any special needs that may affect or prevent you from competing any of the course requirements?

VISA STATUS IN AUSTRALIA

Student □ Holiday □ Visitor □ Other □
Student Visa holders must have Overseas Student Health Cover (OSHC).

HEALTH INSURANCE

Do you require OSHC? Single □ Family □ No □
Month 3 6 12 18 24
Single $110 $220 $440 $676 $901
Family $358 $715 $1,430 $2,532 $3,376

STUDENT’S ENGLISH LEVEL

Elementary □ Pre-Intermediate □
Intermediate □ Upper Intermediate □
Pre-Advanced □ Advanced □
(Your level will be officially assessed when you enter the school)

PROGRAM SELECTION

ENGLISH COURSES

* Students holding students visas are required to study full-time
□ Full-Time □ Part-Time

Business English □ General English □ IELTS □

Term 1: 29 Jan – 5 Apr □ Term 2: 22 Apr – 28 Jun □
Less than 9 weeks start date: ___/___/____

VOCATIONAL COURSES

Please write the name of the course you are applying for

Course Start Date: ___/___/____ Weeks:____

Note: Please attach a passport copy for enrolment into any course. If enrolling in a Certificate or Diploma Course please attach English test results and certified copies of your highest level of education.

ACCOMMODATION

BC accommodation placement fee AU$100
□ I prefer BCE home-stay for ______ weeks
□ I will make my own living arrangements.

AIRPORT TRANSFER FEES

Transfer from airport to accommodation AU$100
Do you require Airport Transfer Service? Yes □ No □

AGREEMENT

I certify that the information provided on this form, including attachments is true and correct. I have read, understand and agree to the terms and conditions of enrolment as set out overleaf (pages one and two).

_________________________         ____/____/____
Signature                                       Date

UNDER 18 APPLICANTS

Will you be accompanied by a guardian? Yes □ No □
If no, College Guardian fee is $750.00
If the student is under the age of 18, a parent or guardian’s signature is required:

_________________________         ____/____/____
Signature                                       Date

AGENT DETAILS

Please complete this section if your application is being submitted by an approved education agent.

Name of Consultant __________________________
Agency Name __________________________
How did you hear about us?
□ Our Website □ Friend/Family □
□ Agency □ Advertisement □
□ School □ Facebook □
□ Other: __________________________

Where to send your application:
Brisbane College of Australia
PO Box 10704 Adelaide Street
Brisbane Qld Australia 4000
Email: study@bc.edu.au

How did you hear about us?
Our Website □ Friend/Family □
Agency □ Advertisement □
School □ Facebook □
Other: __________________________