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Dear Potential Student,

Thank you for your interest in studying Business at the Brisbane College of Australia.

This document contains our Business Course information. There are two different Business courses available at our college:

- Certificate IV in Business
- Diploma of Business

Brisbane College of Australia is located in the prime position of Brisbane’s Central Business District surrounded by many shops, cafes, entertainment and public transport.

We have an experienced, dedicated teaching team and excellent materials. As an insight into our well-equipped facilities, we offer Counselling Services and Social Activities. Our college has a kitchen, lunchroom, computer room, printing and photocopying facilities and library available to all students. The library has a range of books, CDs and journals to assist our students in their learning experience.

Information regarding the course details, duration and entry requirements can be found in the pages to follow.

We hope this information is useful and look forward receiving your application.

Yours Sincerely

Administration Team
**2011 Course Information**

**ENROLMENT FEE**  
All courses require an enrolment fee of $100.00  
All fees are Australian Dollars

<table>
<thead>
<tr>
<th>COURSE</th>
<th>FULL TIME TUITION FEE</th>
<th>DURATION</th>
<th>TEXTBOOKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate IV in Business</td>
<td>$4 750</td>
<td>½ year</td>
<td>$400</td>
</tr>
<tr>
<td>Diploma of Business</td>
<td>$9 500</td>
<td>1 year</td>
<td>$400</td>
</tr>
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</table>

**2011 COURSE STARTING DATES**

<table>
<thead>
<tr>
<th></th>
<th>10 Jan</th>
<th>7 Feb</th>
<th>7 Mar</th>
<th>4 Apr</th>
<th>3 May</th>
<th>6 June</th>
<th>11 July</th>
<th>1 Aug</th>
<th>5 Sept</th>
<th>3 Oct</th>
<th>7 Nov</th>
<th>5 Dec</th>
</tr>
</thead>
</table>

**2011 PUBLIC HOLIDAYS**

<table>
<thead>
<tr>
<th></th>
<th>3 Jan</th>
<th>26 Jan</th>
<th>22 Apr</th>
<th>23 Apr</th>
<th>25 Apr</th>
<th>2 May</th>
<th>13 June</th>
<th>17 Aug</th>
<th>26 Dec</th>
<th>27 Dec</th>
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</thead>
</table>

**ACADEMIC CALENDAR**

<table>
<thead>
<tr>
<th>TERM</th>
<th>TERM DATES</th>
<th>HOLIDAY PERIOD</th>
</tr>
</thead>
</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>$105.00</td>
<td>$210.00</td>
</tr>
<tr>
<td>Up to 6 months</td>
<td>$210.00</td>
<td>$420.00</td>
</tr>
<tr>
<td>Up to 9 months</td>
<td>$315.00</td>
<td>$630.00</td>
</tr>
<tr>
<td>Up to 12 months</td>
<td>$420.00</td>
<td>$840.00</td>
</tr>
</tbody>
</table>

Health Cover is provided by Bupa OSHC. All premiums include GST, are in Australian dollars and may be subject to change.

**ACCOMMODATION**

<table>
<thead>
<tr>
<th>TYPE</th>
<th>PRICE ($AU)</th>
<th>PROVIDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homestay</td>
<td>$210 p/wk</td>
<td>3 Meals/day &amp; Utilities</td>
</tr>
<tr>
<td>Share Accommodation</td>
<td>$150-250 p/wk</td>
<td>Price includes an estimation of food and utilities costs.</td>
</tr>
</tbody>
</table>

Accommodation requires a $100 placement fee and additional nights for home-stay accommodation is $30 per night.

**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>8:30am – 10:00am</td>
<td>Business</td>
<td>Business</td>
<td>Business</td>
<td>Business</td>
<td>Business</td>
</tr>
<tr>
<td>10:00am – 10:15am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Break</td>
</tr>
<tr>
<td>10:15am – 11:30am</td>
<td>Business</td>
<td>Business</td>
<td>Business</td>
<td>Business</td>
<td>Business</td>
</tr>
<tr>
<td>11:30am – 11:45am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Break</td>
</tr>
<tr>
<td>11:45am – 1:00pm</td>
<td>Business</td>
<td>Business</td>
<td>Business</td>
<td>Business</td>
<td>Business</td>
</tr>
</tbody>
</table>

*The sample timetable is subject to change
Certificate IV in Business

BSB40207

Course Length: ½ year

Description
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.

Entry Requirement
For International Students, the pre-requisite for entering this course is an IELTS score of 5.5 with no band less than 5.0 (or equivalent). A high school certificate is also required to enter this course.

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.

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
BSBOHS407A Monitor a safe workplace

Elective Units
Customer Service
BSBCUS401A Coordinate implementation of customer service strategies
BSBCUS402A Address customer needs
BSBCUS403A Implement customer service standards

Continuity
BSBCON401A Work effectively in a business continuity context

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
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.

The duration of this course will only be offered as 6 months.
Diploma of Business

BSB50207

Course Length: 1 year

Description
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.

Entry Requirement
For International Students, the pre-requisite for entering this course is an IELTS score of 5.5 with no band less than 5.0 (or equivalent). A high school certificate and the successful completion of the Certificate IV in Business is also required.

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 go on to study an Advanced Diploma, or use this qualification to gain credit for a the first year of University Degree in Business.

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
BSBADV511A Evaluate and recommend advertising media options
BSBADV512A Develop an advertising strategy and brief

Business Administration Units
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
Human Resource Management Units
BSBHRM501A Manage human resources services
BSBHRM502A Manage human resources management information systems
BSBHRM504A Manage workforce planning
BSBHRM505A 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
Marketing
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
BSBMKG510A Plan electronic marketing communications
BSBMKG514A Implement and monitor marketing activities
BSBMKG515A Conduct a marketing audit
Public Relations
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
BSBCON601A Develop and maintain business continuity plans
Information Management
BSBINM501A Manage an information or knowledge management system
Intellectual Property
BSBIPR501A Manage intellectual property to protect and grow business
Project Management
BSBPMG510A Manage projects
Risk Management
BSBRSK501A Manage risk
Workplace Effectiveness
BSBWOR501A Manage personal work priorities and professional development

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.

The duration of this course will only be offered as 1 year.
REFUND POLICY

1. All requests for cancellations, transfers and refunds must be made in writing and require the presentation of relevant supporting documentation.
2. Upon approval the application will be refunded in accordance with the ESOS regulations.
3. No refunds will be given to students who are expelled for unacceptable behaviour or non-compliance with visa conditions.
4. If, after the full payment of fees a student withdraws an application the following will apply:
   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.
   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.
   4.3 If a student withdraws within 14 days of the commencement of the course, no refund will be made.
   4.4 If written notice is received by BC for more than 14 days, but less than 7 days prior to the course commencing a cancellation fee of 25% will be deducted from fees received.
5. 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.
6. If the College cannot deliver the course then we will refund your full tuition fee (including your enrolment fee).
7. The registered provider’s dispute resolution processes do not circumscribe the student’s right to pursue other legal remedies.
8. This agreement does not remove the right to take action under Australia’s consumer protection laws.
9. 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.
10. In the case of a student returning home any refund will only be made after the student ID card is returned and immigration notified.

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.

TRANSFER TO ANOTHER EDUCATIONAL INSTITUTION

1. Under Student Visa Regulations it is not possible to transfer to another education institution for the duration of any preliminary course and/or the first six months of the principal course, except where:
   1.1 The college has ceased to be registered or the course in which the student is enrolled has ceased to be registered.
   1.2 A written letter of release has been provided by the College.
   1.3 A sanction has been imposed on the College’s registration by the Queensland or Australian Government that prevents the student from continuing the principal course.
   1.4 Any government sponsor of the student considers the change to be in the student’s best interest and has provided written support for that change.
2. 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.
3. If approved, any money transferred will be in accordance with BC’s Refund Policy.

TRANSFER TO ANOTHER COURSE AT BC

1. All applications to transfer to another course at BC should be made on the ‘Request for Internal Transfer’ form available at the Administration Office in consultation with the relevant teaching departments.
2. Where a transfer is granted students must pay an administration fee of AU$100 plus any additional tuition fees applicable to the new course before starting the new course.

ACCOMMODATION AND AIRPORT TRANSFER FEE REFUND POLICY

1. If the student’s application for enrolment or visa is denied, a full refund is given.
2. Except for in the above instance, the Accommodation Placement and Airport transfer fees are non-refundable.
3. If at least 28 days notice is given for cancellation of accommodation, a full refund will be given. If less than 28 days notice is given, a cancellation equal to 2 weeks rent is incurred. After accommodation has commenced, 2 weeks notice must be given, otherwise the above cancellation charge is incurred.
4. If the College is not notified of any change in flight details at least 48 hours before arrival, another Airport transfer fee may be incurred.

ACCOMMODATION FEES

Placement Fees: $100
Home-stay (at least 4 wks): $210 p/wk
Additional Nights: $30 per night
(Includes all meals throughout your stay)
# Brisbane College of Australia
## Application Form

### PERSONAL INFORMATION
- **Family Name**
- **Given Name/s**
- **Date of Birth** (d/m/y) [□] [□] [□]
- **Sex**: [F] [M]
- **Nationality**
- **Language**
- **Passport Number**
- **Home Address**

### Current Address
- __________________________________________
- __________________________________________

### Telephone
- ______________________________

### E-mail Address
- ______________________________

### Do you have any special needs that may affect or prevent you from completing any of the course requirements?
- ______________________________

### AIRPORT TRANSFER FEES
- Transfer from airport to accommodation AUS100
- Do you require Airport Transfer service?
  - [□] On Arrival? [Yes] [No]
  - [□] On Departure? [Yes] [No]

### Please provide your arrival/departure details, if known,
- **Arrival Date**: ______________
- **Time**: ______________
- **Flight Number**: __________
- **Airport**: ______________

### Departure Date: ____________
- **Time**: ______________
- **Flight Number**: __________
- **Airport**: ______________

### VISA STATUS IN AUSTRALIA
- **Working Holiday** [□] **Visitor** [□] **Student** [□]
- **Other (specify)** [□]

### HEALTH INSURANCE
- **Do you require OSHC?** [□] **Single** [□] **Family** [□] [No]

### STUDENT VISA Students must have Overseas Student Health Cover (OSHC).

### ACCOMMODATION
- **BC accommodation placement fee** AUS 100
- [□] I prefer BCE home-stay for [□] weeks
- [□] I will make my own living arrangements.

### STUDENT’S ENGLISH LEVEL
- **Elementary** [□] **Pre–Intermediate** [□]
- **Intermediate** [□] **Upper Intermediate** [□]
- **Pre–Advanced** [□] **Advanced** [□]

### (Your level will be officially assessed when you enter school)

### Program Selection

#### English Programs
- [□] General English [□] IELTS Preparation [□]
- [□] Business English [□] FCE [□] CAE [□]

#### Certificate Programs
- Please write the name of the course you are applying for

### Diploma Programs
- Please write the name of the course you are applying for

### 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.

### Recognition Of Prior Learning
- [□] I wish to apply for recognition of prior learning

### Course Start Date: __/__/____  Weeks: __

### AGREEMENT
- I certify that the information provided on this form, including attachments is true and correct. I agree to the terms and conditions of enrolment and transfer and have read and understood the refund policy as set out overleaf.

### 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**
- **Business Name of Agent**

### Where to send your Application
- **Brisbane College of Australia**
- **PO Box 10704 Adelaide Street**
- **Brisbane, QLD, Australia 4000**
- **Fax**: +617-3221-0002
- **Email**: study@bc.edu.au