

BROCHURE OF

Business College of Sydney

**BUSINESS
COLLEGE
OF SYDNEY**



**Leading Business
College in Sydney**

TEL: +61 02 8385 5818

EMAIL: ADMIN@BCS.EDU.AU

WEB: WWW.BCS.EDU.AU

**ADDRESS: LEVEL1, 12 BUTLER ROAD HURSTVILLE,
NSW 2220**

RTO NO: 46283

CRICOS PROVIDER NO: 04288B

ABN: 12667713206

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Why Study at BCS

- Small –medium class
- Dedicated trainers who are developed, quailed, experienced and skilled in working with both domestic and international students.
- A challenging, rigorous, academic approach where all students are encouraged and supported to achieve their full potential.
- Private study/resource support facilities. Access to computer and web-based learning materials.
- Individual academic counselling as required.
- An environment of integrity, diversity and tolerance.
- A culture that respects openness, inclusiveness and collegiality.
- BCS is committed to equity, ethics, innovation and excellence.

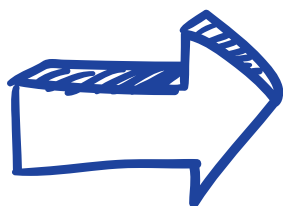


Qualification Pathway

At BCS, we offer the Australian National Accredited courses in Marketing Communication, Project Management, Leadership Management, Individual Support, Ageing Care, and Community Service.

Our course is appropriate and open for those:

- Experienced in Marketing Communication, Project Management, Leadership Management, Individual Support, Ageing Care, and Community Service who wish to develop and refine their skills further
- Who want to develop their Marketing Communication, Project Management, Leadership Management, Individual Support, ageing care, and Community Service to a sufficient level to enter into a university-level
- Who is seeking to be promoted or who is currently employed and seeking to take on a supervisory role in Marketing Communication, Project Management, Leadership Management, Individual Support, ageing care, and Community Service
- Who are fully experienced within this vocational area and are seeking formal recognition of their existing skills
- New migrants who are fully experienced within this vocational area from overseas who wish to upgrade their skills to local industry requirements
- University graduates who wish to gain competency-based skills in Marketing Communication, Project Management, Leadership Management, Individual Support, Ageing Care, and Community Service sector before gain an employment
- A recent high school leaver is aiming to cultivate their business management abilities to enter the workforce.



Entry Point
RPL available

BSB40120 Certificate IV in Business



BSB50120 Diploma of Business



BBSB60120 Advance Diploma of Business



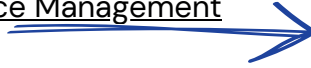
BSB40420 Certificate IV in Human Resource Management



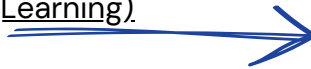
BSB50320 Diploma of Human Resource Management



BSB60320 Advanced Diploma of Human Resource Management



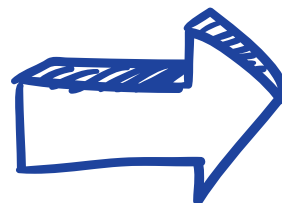
BSB80120 Graduate Diploma of Management (Learning)



English for Academic Purpose



Exit Point





Living and Studying in Australia

There are many facts about Australia which will surprise you. Apart from its wonderful climate and easy going way of life, Australia has a lot more to offer to anyone who chooses to come here to study or settle. A few facts first : did you know Australia has the third highest number of international students in the world behind only the United Kingdom and the United States despite having a population of only 23 million? Not surprising when you consider Australia has seven of the top 100 universities in the world! In fact, Australia sits above the likes of Germany, the Netherlands and Japan, ranking eighth in the Universities 2012 U21 Ranking of National Higher Education Systems.

The VET (Vocational Education & Training) sector in Australia also attracts students from around the world – thanks to their range of courses which are known to focus more on providing practical and work-orientated occupational skills. Most VET courses are provided through Registered Training Organisations (RTOs) such as BCS, as well as government institutions, called Technical and Further Education (TAFE) institutions. VET courses are part of national training packages that are updated regularly in consultation with relevant industry bodies. VET courses, particularly at the diploma and advanced diploma level, can often lead into higher education courses such as bachelor degrees.

Let's look at the lifestyle as well. Australia has five of the 30 best cities in the world for students based on student mix, affordability, quality of life, and employer activity – all important elements for students when choosing the best study destination. And with more than a \$200 million provided by the Australian Government each year in international scholarships, it can be even easier for you to come and experience the difference an Australian education can make to your future career opportunities.

Living Cost in Australia

Accommodation

Hotel:
\$300 to \$500 per week
Shared Rental:
\$85 to \$215 per week
Homestay:
\$235 to \$325 per week
Rental:
\$165 to \$440 per week
Boarding schools:
\$11,000 to \$22,000 a year

Other Living Expense

Groceries and eating out:
\$80 to \$280 per week
Gas, electricity:
\$35 to \$140 per week
Phone and Internet:
\$20 to \$55 per week
Public transport:
\$15 to \$55 per week
Car (after purchase):
\$150 to \$260 per week
Entertainment:
\$80 to \$150 per week

FACILITIES AVAILABLE FOR STUDENTS



Class Room

Class rooms are fully equipped with white boards, data projectors and internet connection. Furnished with study table and lecture chairs.

Computer Lab

The college has dedicated computer labs for training purposes as well as for after class work by students. Other computers are available for student assessment purposes in the open study area. Computer labs are connected to printers and are equipped with the latest software and high speed internet.



Wireless Campus, Printing and Photocopying Facilities

All students have access to printing and photocopying facilities for course related materials. These facilities are available on a user- pays basis. Please contact the Student Service department for further information. All classrooms and open study areas provide wireless computer connections for all students. We strongly recommend that each student acquires a notebook computer of their own, to increase their study effectiveness.

Student Support and Learning Assistance Center

Learning Assistance is available for students requiring additional academic support or remedial English Language assistance. Study skills workshops are available to help students learn how to succeed in their studies. One-to-one assistance with assignments and assessments tasks is provided by appointment.



OUR COURSES



LEARNING

CREATING

SUPPORTING

THINKING

English for Academic Purposes Levels 1 – 4

➔ COURSE DESCRIPTION

The English for Academic Purposes (EAP) course is designed to prepare international students, from a range of backgrounds and nationalities, to undertake tertiary study in Australia. The focus of this EAP course is developing the skills areas in English, which the student will require to study alongside native speakers in tertiary courses. Students enrolled for this course will have as their specific study objective the completion of a tertiary level course in an Australian tertiary institution.

The course is structured into 4 levels (Pre-intermediate, Intermediate, Upper Intermediate and Advanced). Each of the levels has a duration of 10 weeks (the study period) and the course in total is 40 weeks. The specific outcomes for each level are detailed in the section of this curriculum document on course outcomes.

➔ DURATION

40 weeks of study total with 10-week terms for each EAP level. Students undertaking all levels will receive a 4 week break after each of the first 3 levels (12 weeks) – totalling 52 weeks.

➔ TUITION FEE

\$ 220 per week
Enrolment Fee: \$200
Material Fee: \$300

➔ DELIVERY SITE

Level 1, 12 Butler Road Hurstville NSW
2220

➔ DELIVERY MODE

This program is delivered in the classroom.



BSB40120 CERTIFICATE IV IN BUSINESS

➔ COURSE DESCRIPTION

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have supervisory performance accountabilities.

Individuals in these roles carry out a mix of specialist and moderately complex administrative or operational tasks that require self-development skills. They use well-developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems and analyse information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

➔ DURATION

This qualification will be delivered over 52 weeks, including 40 weeks of training and assessment spread over 4 terms of 10 weeks each and 12 weeks of holidays.

➔ TUITION FEE

\$ 8,000.

Enrolment Fee: \$200

Material Fee: \$300

➔ PATHWAY

Potential employment options are in a range of business roles in a range of industry areas.

Students who complete this course may wish to continue their education into the BSB50120 Diploma of Business or other Diploma qualifications in the Business Services Training Package.

➔ DELIVERY SITE

Level 1, 12 Butler Road Hurstville NSW
2220

➔ DELIVERY MODE

This program is delivered in the classroom.



➔ ENTRY REQUIREMENTS

Age Requirements: All students must be aged 18 years of age or over at the time of applying for admission in the College.

Qualification Requirement:

International students must have completed Year 12 or equivalent

English requirements:

Have an IELTS* score of 6.0 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:

- Educated for 5 years in an English-speaking country; or
- Complete the Australian ELICOS course at the upper intermediate level; or
- Successful completion of an English Placement Test; or
- Completed in Australia in English: Substantial component of AQF level 4 or higher
- Have sufficient language, literacy and numeracy (LLN) skills as tested through a language, literacy and numeracy assessment. Students will need to achieve ACSF level 3 for reading, writing, numeracy and oral communication to enter the course.

*Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 6.0.

Credit Transfer (CT): All individuals who have completed nationally recognised training with another Australian institute will receive credit transfer (CT) for the previously completed unit(s) of competency that are on the RTO's scope.

Award upon completion: Learners obtaining a competent result for all 12 unit (s) of competency will achieve the nationally recognised award, BSB40820 Certificate IV in Marketing and Communication. Learners completing less than 12 units towards the qualification will receive a Statement of Attainment

Recognition of Prior Learning: All individual students are offered the opportunity to apply for RPL. Please see the International Student Prospectus or enquire at the RTO for the procedure on how to apply.

Teaching Methods: Teaching is conducted in the classroom as well as in practical labs when required to simulate real work environment. The delivery may include face to face teaching, lectures, discussions and learning activities.

Assessments: Assessments comprise of written assignments and project works.

Refunds : Learners are to read fees / refund information from the international student prospectus

➔ COURSE STRUCTURES

Total 12 units, 6 core units and 6 elective units

Code	Title	Core / Elective
BSBCRT411	Apply critical thinking to work practices	Core
BSBTEC404	Use digital technologies to collaborate in a work environment	Core
BSBTWK401	Build and maintain business relationships	Core
BSBWHS411	Implement and monitor WHS policies, procedures, and programs	Core
BSBWRT411	Write complex documents	Core
BSBXCM401	Apply communication strategies in the workplace	Core
BSBPEF402	Develop personal work priorities	Elective Group A
BSBPEF403	Lead personal development	Elective Group A
BSBSTR401	Promote innovation in team environments	Elective Group B
BSBTEC402	Design and produce complex spreadsheets	Elective Group C
BSBOPS405	Organise business meetings	Elective Group C
BSBMKG431	Assess marketing opportunities	Elective Group D

➔ RECEIPT HOUR

Monday to Friday: 8:30 am to 9:00 pm

Saturday to Sunday: 8:30 am to 7:30 pm

Note: Students are required to attend classes for 20-hours per week. Furthermore, students have the option to attend weekend classes as per the timetable.



BUSINESS COLLEGE OF SYDNEY PTY LTD

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RTO no: 46283

Cricos provider no: 04288b

ABN: 12667713206

Training and Assessment Information

If this is an RPL only pathway, change the heading to RPL Information and describe the RPL approach.

Course Progress and Attendance

Satisfactory course progress and attendance is very important. Please read the Student Handbook carefully for more information. You will also be provided with further information about course progress and attendance requirements at your orientation.

Student Support

We offer the following in relation to support and welfare:

- one-to-one support from the trainer/assessor
- support with personal issues
- access to additional learning resources
- reasonable adjustment in assessment
- information about external sources of support.

You may not have studied for a while, may have English as a second language or need additional assistance with literacy or numeracy.

We will identify any additional support needs you may have at the time of application and enrolment and may prepare a Student Support Plan for you based on those needs.

Resource Requirements

You are required to bring your own laptop with Office 365 (or similar program) to all classes. These costs are not included in your course fees. Specifications for laptops and associated costs are included below.

PC-

Minimum requirements

Processor:

Intel® Core i5 (10th Gen) or AMD Ryzen 5 3600, 64-bit support, 3.0 GHz or faster Microsoft Windows 11

Operating system:

Microsoft Windows 11

RAM:

16 GB (8 GB minimum, 32 GB recommended for high performance tasks)

Hard disk space:

5 GB or more of available SSD storage

Monitor resolution:

1920 x 1080 (Full HD) display (2560 x 1440 or higher recommended) with 16-bit colour support; 2 GB or more of dedicated VRAM (4 GB recommended)

Graphics processor acceleration requirements:

OpenGL 4.0-capable system

Internet:

Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.

MacOS-

Minimum requirements

Processor:

Multicore Intel processor with 64-bit support

Operating system:

Big Sur

RAM:

2 GB or more of RAM (8 GB recommended)

Hard disk space:

4 GB or more of available hard-disk space for 64-bit installation; additional free space required during installation.

Monitor resolution:

1024 x 768 display (1280x800 recommended) with 16-bit colour and 512 MB or more of dedicated VRAM; 2 GB is recommended

Graphics processor acceleration requirements:

OpenGL 2.0-capable system

Internet:

Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.

Name of software and Associated costs–

Office 365: \$109 annually – <https://products.office.com/en-au/buy/office>

Laptop details and Associated costs –

Any laptop that meets the specifications above \$450 (approximate only)– Various

Course Credit

You can apply for recognition of existing qualifications or skills, knowledge, and experience (credit transfer or recognition of prior learning) as per the information included in our Student Handbook, which is available at www.bcs.edu.au.

If you are granted course credit, this will affect your course fees as well as the duration of your course. We will advise you in writing of changes to fees or course duration as a result of the credit.

For any questions about course credit, contact us at the details shown below.

How Can I Apply?

To apply for this course, you are required to complete an enrolment form and submit all required supporting evidence including:

- a copy of your High School Certificate or equivalent.

We will then contact you to conduct a course entry interview and LLN assessment.

Where To From Here?

If your application is successful, we will send you an Offer Letter and Student Agreement. You should make sure you read through this document carefully to make sure you are happy with all of the terms and conditions. If you are, then simply sign the document and send it back to us.

Once we receive this, we will email you to confirm your enrolment and issue an invoice for the first payment. The first day of each course will include orientation and induction. Orientation will include information about accessing our support services and methods for achieving success throughout the course, including course progress requirements.

This course outline should be read in conjunction with Business College of Sydney's Student Handbook. This can be found online at www.bcs.edu.au.

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Cricos provider no: 04288b

ABN: 12667713206

BSB50120 DIPLOMA OF BUSINESS

➔ COURSE DESCRIPTION

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have frontline management accountabilities.

Individuals in these roles 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. No licensing, legislative or certification requirements apply to this qualification at the time of publication.

➔ DURATION

This qualification will be delivered over 52 weeks, including 40 weeks of training and assessment spread over 4 terms of 10 weeks each and 12 weeks of holidays.

➔ TUITION FEE

\$ 8,000.

Enrolment Fee: \$200

Material Fee: \$300

➔ DELIVERY SITE

Level 1, 12 Butler Road Hurstville NSW
2220

➔ DELIVERY MODE

This program is delivered in the classroom.

➔ PATHWAY

Potential employment options are in business roles in a range of industry areas.

Students who complete this course may wish to continue their education into the BSB60120 Advanced Diploma of Business or a range of Advanced Diploma qualifications, as well as higher education qualifications in business or management.



ENTRY REQUIREMENTS

Age Requirements: All students must be aged 18 years of age or over at the time of applying for admission in the College.

Qualification Requirement:

International students must have completed Year 12 or equivalent

English requirements:

Have an IELTS* score of 6.0 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:

- Educated for 5 years in an English-speaking country; or
- Complete the Australian ELICOS course at the upper intermediate level; or
- Successful completion of an English Placement Test; or
- Completed in Australia in English: Substantial component of AQF level 4 or higher
- Have sufficient language, literacy and numeracy (LLN) skills as tested through a language, literacy and numeracy assessment. Students will need to achieve ACSF level 3 for reading, writing, numeracy and oral communication to enter the course.

*Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 6.0.

Credit Transfer (CT): All individuals who have completed nationally recognised training with another Australian institute will receive credit transfer (CT) for the previously completed unit(s) of competency that are on the RTO's scope.

Award upon completion: Learners obtaining a competent result for all 12 unit (s) of competency will achieve the nationally recognised award, BSB50120 DIPLOMA OF BUSINESS. Learners completing less than 12 units towards the qualification will receive a Statement of Attainment

Recognition of Prior Learning: All individual students are offered the opportunity to apply for RPL. Please see the International Student Prospectus or enquire at the RTO for the procedure on how to apply.

Teaching Methods: Teaching is conducted in the classroom as well as in practical labs when required to simulate real work environment. The delivery may include face to face teaching, lectures, discussions and learning activities.

Assessments: Assessments comprise of written assignments and project works.

Refunds : Learners are to read fees / refund information from the international student prospectus

➔ COURSE STRUCTURES

Total 12 units, 5 core units and 7 elective units

Code	Title	Core / Elective
BSBCRT511	Develop critical thinking in others	Core
BSBFIN501	Manage budgets and financial plans	Core
BSBOPS501	Manage business resources	Core
BSBSUS511	Develop workplace policies and procedures for sustainability	Core
BSBXCM501	Lead communication in the workplace	Core
BSBOPS502	Manage business operational plans	Group A Elective
BSBOPS504	Manage business risk	Group A Elective
BSBTWK503	Manage meetings	Group A Elective
BSBLDR522	Manage people performance	Group B Elective
BSBLDR523	Lead and manage effective workplace relationships	Group B Elective
BSBTWK501	Lead diversity and inclusion	Group B Elective
BSBSTR502	Facilitate continuous improvement	Group C Elective

➔ RECEIPT HOUR

Monday to Friday: 8:30 am to 9:00 pm

Saturday to Sunday: 8:30 am to 7:30 pm

Note: Students are required to attend classes for 20-hours per week. Furthermore, students have the option to attend weekend classes as per the timetable.



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Training and Assessment Information

If this is an RPL only pathway, change the heading to RPL Information and describe the RPL approach.

Course Progress and Attendance

Satisfactory course progress and attendance is very important. Please read the Student Handbook carefully for more information. You will also be provided with further information about course progress and attendance requirements at your orientation.

Student Support

We offer the following in relation to support and welfare:

- one-to-one support from the trainer/assessor
- support with personal issues
- access to additional learning resources
- reasonable adjustment in assessment
- information about external sources of support.

You may not have studied for a while, may have English as a second language or need additional assistance with literacy or numeracy.

We will identify any additional support needs you may have at the time of application and enrolment and may prepare a Student Support Plan for you based on those needs.

Resource Requirements

You are required to bring your own laptop with Office 365 (or similar program) to all classes. These costs are not included in your course fees. Specifications for laptops and associated costs are included below.

PC-

Minimum requirements

Processor:

Intel® Core i5 (10th Gen) or AMD Ryzen 5 3600, 64-bit support, 3.0 GHz or faster Microsoft Windows 11

Operating system:

Microsoft Windows 11

RAM:

16 GB (8 GB minimum, 32 GB recommended for high performance tasks)

Hard disk space:

5 GB or more of available SSD storage

Monitor resolution:

1920 x 1080 (Full HD) display (2560 x 1440 or higher recommended) with 16-bit colour support; 2 GB or more of dedicated VRAM (4 GB recommended)

Graphics processor acceleration requirements:

OpenGL 4.0-capable system

Internet:

Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.

MacOS-

Minimum requirements

Processor:

Multicore Intel processor with 64-bit support

Operating system:

Big Sur

RAM:

2 GB or more of RAM (8 GB recommended)

Hard disk space:

4 GB or more of available hard-disk space for 64-bit installation; additional free space required during installation.

Monitor resolution:

1024 x 768 display (1280x800 recommended) with 16-bit colour and 512 MB or more of dedicated VRAM; 2 GB is recommended

Graphics processor acceleration requirements:

OpenGL 2.0-capable system

Internet:

Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.

Name of software and Associated costs–

Office 365: \$109 annually – <https://products.office.com/en-au/buy/office>

Laptop details and Associated costs –

Any laptop that meets the specifications above \$450 (approximate only)– Various

Course Credit

You can apply for recognition of existing qualifications or skills, knowledge, and experience (credit transfer or recognition of prior learning) as per the information included in our Student Handbook, which is available at www.bcs.edu.au.

If you are granted course credit, this will affect your course fees as well as the duration of your course. We will advise you in writing of changes to fees or course duration as a result of the credit.

For any questions about course credit, contact us at the details shown below.

How Can I Apply?

To apply for this course, you are required to complete an enrolment form and submit all required supporting evidence including:

- a copy of your High School Certificate or equivalent.

We will then contact you to conduct a course entry interview and LLN assessment.

Where To From Here?

If your application is successful, we will send you an Offer Letter and Student Agreement. You should make sure you read through this document carefully to make sure you are happy with all of the terms and conditions. If you are, then simply sign the document and send it back to us.

Once we receive this, we will email you to confirm your enrolment and issue an invoice for the first payment. The first day of each course will include orientation and induction. Orientation will include information about accessing our support services and methods for achieving success throughout the course, including course progress requirements.

This course outline should be read in conjunction with Business College of Sydney's Student Handbook. This can be found online at www.bcs.edu.au.

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BSB60120 ADVANCED DIPLOMA OF BUSINESS

➔ COURSE DESCRIPTION

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have general management accountabilities.

Individuals in these roles carry out complex tasks in a specialist field of expertise. They may undertake technical research and analysis, and will often contribute to setting the strategic direction for a work area.

The qualification is suited to individuals who are responsible for the supervision and leadership of a team or work area (including by managing staff performance and making staffing decisions).

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

➔ DURATION

This qualification will be delivered over 78 weeks, including 60 weeks of training and assessment spread over 6 terms of 10 weeks each and 18 weeks of holidays.

➔ TUITION FEE

\$ 12,000.

Enrolment Fee: \$200

Material Fee: \$300

➔ PATHWAY

Potential employment options are business roles in a range of industry areas.

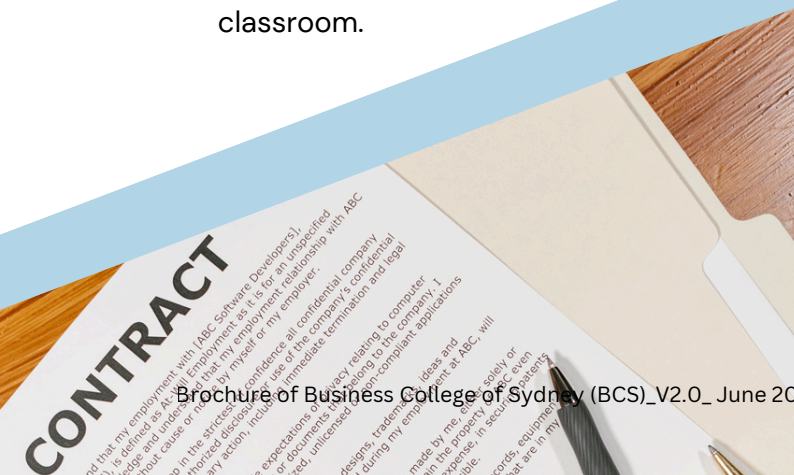
Students who complete this course may wish to continue their education into higher education qualifications in business.

➔ DELIVERY SITE

Level 1, 12 Butler Road Hurstville NSW 2220

➔ DELIVERY MODE

This program is delivered in the classroom.



ENTRY REQUIREMENTS

Age Requirements: All students must be aged 18 years of age or over at the time of applying for admission in the College.

Qualification Requirement:

International students must have completed Year 12 or equivalent

English requirements:

Have an IELTS* score of 6.0 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:

- Educated for 5 years in an English-speaking country; or
- Complete the Australian ELICOS course at the upper intermediate level; or
- Successful completion of an English Placement Test; or
- Completed in Australia in English: Substantial component of AQF level 4 or higher
- Have sufficient language, literacy and numeracy (LLN) skills as tested through a language, literacy and numeracy assessment. Students will need to achieve ACSF level 3 for reading, writing, numeracy and oral communication to enter the course.

*Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 6.0.

Credit Transfer (CT): All individuals who have completed nationally recognised training with another Australian institute will receive credit transfer (CT) for the previously completed unit(s) of competency that are on the RTO's scope.

Award upon completion: Learners obtaining a competent result for all 10 unit (s) of competency will achieve the nationally recognised award, BSB60120 ADVANCED DIPLOMA OF BUSINESS. Learners completing less than 10 units towards the qualification will receive a Statement of Attainment

Recognition of Prior Learning: All individual students are offered the opportunity to apply for RPL. Please see the International Student Prospectus or enquire at the RTO for the procedure on how to apply.

Teaching Methods: Teaching is conducted in the classroom as well as in practical labs when required to simulate real work environment. The delivery may include face to face teaching, lectures, discussions and learning activities.

Assessments: Assessments comprise of written assignments and project works.

Refunds : Learners are to read fees / refund information from the international student prospectus

➔ COURSE STRUCTURES

Total 10 units, 5 core units and 5 elective units

Code	Title	Core / Elective
BSBCRT611	Apply critical thinking for complex problem solving	Core
BSBFIN601	Manage organisational finances	Core
BSBOPS601	Develop and implement business plans	Core
BSBSUS601	Lead corporate social responsibility	Core
BSBTEC601	Review organisational digital strategy	Core
BSBWHS521	Ensure a safe workplace for a work area	Group A Elective
BSBSTR602	Develop organisational strategies	Group A Elective
BSBHRM614	Contribute to strategic workforce planning	Group A Elective
BSBHRM522	Manage employee and industrial relations	Group B Elective
BSBFIN401	Report on financial activity	Imported Elective

➔ RECEIPT HOUR

Monday to Friday: 8:30 am to 9:00 pm

Saturday to Sunday: 8:30 am to 7:30 pm

Note: Students are required to attend classes for 20-hours per week. Furthermore, students have the option to attend weekend classes as per the timetable.



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Training and Assessment Information

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Course Progress and Attendance

Satisfactory course progress and attendance is very important. Please read the Student Handbook carefully for more information. You will also be provided with further information about course progress and attendance requirements at your orientation.

Student Support

We offer the following in relation to support and welfare:

- one-to-one support from the trainer/assessor
- support with personal issues
- access to additional learning resources
- reasonable adjustment in assessment
- information about external sources of support.

You may not have studied for a while, may have English as a second language or need additional assistance with literacy or numeracy.

We will identify any additional support needs you may have at the time of application and enrolment and may prepare a Student Support Plan for you based on those needs.

Resource Requirements

You are required to bring your own laptop with Office 365 (or similar program) to all classes. These costs are not included in your course fees. Specifications for laptops and associated costs are included below.

PC-

Minimum requirements

Processor:

Intel® Core i5 (10th Gen) or AMD Ryzen 5 3600, 64-bit support, 3.0 GHz or faster Microsoft Windows 11

Operating system:

Microsoft Windows 11

RAM:

16 GB (8 GB minimum, 32 GB recommended for high performance tasks)

Hard disk space:

5 GB or more of available SSD storage

Monitor resolution:

1920 x 1080 (Full HD) display (2560 x 1440 or higher recommended) with 16-bit colour support; 2 GB or more of dedicated VRAM (4 GB recommended)

Graphics processor acceleration requirements:

OpenGL 4.0-capable system

Internet:

Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.

MacOS-

Minimum requirements

Processor:

Multicore Intel processor with 64-bit support

Operating system:

Big Sur

RAM:

2 GB or more of RAM (8 GB recommended)

Hard disk space:

4 GB or more of available hard-disk space for 64-bit installation; additional free space required during installation.

Monitor resolution:

1024 x 768 display (1280x800 recommended) with 16-bit colour and 512 MB or more of dedicated VRAM; 2 GB is recommended

Graphics processor acceleration requirements:

OpenGL 2.0-capable system

Internet:

Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.

Name of software and Associated costs–

Office 365: \$109 annually – <https://products.office.com/en-au/buy/office>

Laptop details and Associated costs –

Any laptop that meets the specifications above \$450 (approximate only)– Various

Course Credit

You can apply for recognition of existing qualifications or skills, knowledge, and experience (credit transfer or recognition of prior learning) as per the information included in our Student Handbook, which is available at www.bcs.edu.au.

If you are granted course credit, this will affect your course fees as well as the duration of your course. We will advise you in writing of changes to fees or course duration as a result of the credit.

For any questions about course credit, contact us at the details shown below.

How Can I Apply?

To apply for this course, you are required to complete an enrolment form and submit all required supporting evidence including:

- a copy of your High School Certificate or equivalent.

We will then contact you to conduct a course entry interview and LLN assessment.

Where To From Here?

If your application is successful, we will send you an Offer Letter and Student Agreement. You should make sure you read through this document carefully to make sure you are happy with all of the terms and conditions. If you are, then simply sign the document and send it back to us.

Once we receive this, we will email you to confirm your enrolment and issue an invoice for the first payment. The first day of each course will include orientation and induction. Orientation will include information about accessing our support services and methods for achieving success throughout the course, including course progress requirements.

This course outline should be read in conjunction with Business College of Sydney's Student Handbook. This can be found online at www.bcs.edu.au.

BUSINESS COLLEGE OF SYDNEY PTY LTD

Tel: +61 02 8385 5818

Email: admin@bcs.edu.au

web: www.bcs.edu.au

address: Level 1, 12 Butler Road Hurstville NSW 2220

RTO no: 46283

Cricos provider no: 04288b

ABN: 12667713206

BSB40420 CERTIFICATE IV IN HUMAN RESOURCE MANAGEMENT

➔ COURSE DESCRIPTION

This qualification reflects the role of individuals who work in a range of human resources roles. The job roles that relate to this qualification may include Human Resources Officer, Human Resources Coordinator and Payroll Officer.

Responsibilities are likely to be determined at a workplace level. Some smaller organisations may require employees to work across all aspects of human resources. In larger organisations, individuals may support a single human resources function.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

➔ DURATION

This qualification will be delivered over 52 weeks, including 40 weeks of training and assessment spread over 4 terms of 10 weeks each and 12 weeks of holidays.

➔ TUITION FEE

\$ 8,000.

Enrolment Fee: \$200

Material Fee: \$300

➔ DELIVERY SITE

Level 1, 12 Butler Road Hurstville NSW
2220

➔ DELIVERY MODE

This program is delivered in the classroom.

➔ PATHWAY

Potential employment options are in human resources roles in a range of industry areas, such as Human Resources Officer, Human Resources Coordinator and Payroll Officer.

Students who complete this course may wish to continue their education into the BSB50320 Diploma of Human Resource Management or into a range of other Diploma level qualifications.

➔ ENTRY REQUIREMENTS

Age Requirements: All students must be aged 18 years of age or over at the time of applying for admission in the College.

Qualification Requirement:

International students must have completed Year 12 or equivalent

English requirements:

Have an IELTS* score of 6.0 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:

- Educated for 5 years in an English-speaking country; or
- Complete the Australian ELICOS course at the upper intermediate level; or
- Successful completion of an English Placement Test; or
- Completed in Australia in English: Substantial component of AQF level 4 or higher
- Have sufficient language, literacy and numeracy (LLN) skills as tested through a language, literacy and numeracy assessment. Students will need to achieve ACSF level 3 for reading, writing, numeracy and oral communication to enter the course.

*Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 6.0.

Credit Transfer (CT): All individuals who have completed nationally recognised training with another Australian institute will receive credit transfer (CT) for the previously completed unit(s) of competency that are on the RTO's scope.

Award upon completion: Learners obtaining a competent result for all 12 unit (s) of competency will achieve the nationally recognised award, BBSB40420 CERTIFICATE IV IN HUMAN RESOURCE MANAGEMENT. Learners completing less than 12 units towards the qualification will receive a Statement of Attainment

Recognition of Prior Learning: All individual students are offered the opportunity to apply for RPL. Please see the International Student Prospectus or enquire at the RTO for the procedure on how to apply.

Teaching Methods: Teaching is conducted in the classroom as well as in practical labs when required to simulate real work environment. The delivery may include face to face teaching, lectures, discussions and learning activities.

Assessments: Assessments comprise of written assignments and project works.

Refunds : Learners are to read fees / refund information from the international student prospectus

➔ COURSE STRUCTURES

Total 12 units, 6 core units and 6 elective units

Code	Title	Core / Elective
BSBHRM411	Administer performance development processes	Core
BSBHRM412	Support employee and industrial relations	Core
BSBHRM413	Support the learning and development of teams and individuals	Core
BSBHRM415	Coordinate recruitment and onboarding	Core
BSBHRM417	Support human resource functions and processes	Core
BSBWHS411	Implement and monitor WHS policies, procedures and programs	Core
BSBCMM412	Lead difficult conversations	Group A Elective
BSBHRM531	Coordinate health and wellness programs	Group A Elective
BSBOPS403	Apply business risk management processes	Group B Elective
BSBOPS405	Organise business meetings	Group B Elective
BSBTWC404	Use digital technologies to collaborate in a work environment	Group B Elective
BSBTWK401	Build and maintain business relationships	Group B Elective

➔ RECEIPT HOUR

Monday to Friday: 8:30 am to 9:00 pm

Saturday to Sunday: 8:30 am to 7:30 pm

Note: Students are required to attend classes for 20-hours per week. Furthermore, students have the option to attend weekend classes as per the timetable.



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Cricos provider no: 04288b

ABN: 12667713206

Training and Assessment Information

If this is an RPL only pathway, change the heading to RPL Information and describe the RPL approach.

Course Progress and Attendance

Satisfactory course progress and attendance is very important. Please read the Student Handbook carefully for more information. You will also be provided with further information about course progress and attendance requirements at your orientation.

Student Support

We offer the following in relation to support and welfare:

- one-to-one support from the trainer/assessor
- support with personal issues
- access to additional learning resources
- reasonable adjustment in assessment
- information about external sources of support.

You may not have studied for a while, may have English as a second language or need additional assistance with literacy or numeracy.

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Resource Requirements

You are required to bring your own laptop with Office 365 (or similar program) to all classes. These costs are not included in your course fees. Specifications for laptops and associated costs are included below.

PC-

Minimum requirements

Processor:

Intel® Core i5 (10th Gen) or AMD Ryzen 5 3600, 64-bit support, 3.0 GHz or faster Microsoft Windows 11

Operating system:

Microsoft Windows 11

RAM:

16 GB (8 GB minimum, 32 GB recommended for high performance tasks)

Hard disk space:

5 GB or more of available SSD storage

Monitor resolution:

1920 x 1080 (Full HD) display (2560 x 1440 or higher recommended) with 16-bit colour support; 2 GB or more of dedicated VRAM (4 GB recommended)

Graphics processor acceleration requirements:

OpenGL 4.0-capable system

Internet:

Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.

MacOS-

Minimum requirements

Processor:

Multicore Intel processor with 64-bit support

Operating system:

Big Sur

RAM:

2 GB or more of RAM (8 GB recommended)

Hard disk space:

4 GB or more of available hard-disk space for 64-bit installation; additional free space required during installation.

Monitor resolution:

1024 x 768 display (1280x800 recommended) with 16-bit colour and 512 MB or more of dedicated VRAM; 2 GB is recommended

Graphics processor acceleration requirements:

OpenGL 2.0-capable system

Internet:

Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.

Name of software and Associated costs–

Office 365: \$109 annually – <https://products.office.com/en-au/buy/office>

Laptop details and Associated costs –

Any laptop that meets the specifications above \$450 (approximate only)– Various

Course Credit

You can apply for recognition of existing qualifications or skills, knowledge, and experience (credit transfer or recognition of prior learning) as per the information included in our Student Handbook, which is available at www.bcs.edu.au.

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For any questions about course credit, contact us at the details shown below.

How Can I Apply?

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- a copy of your High School Certificate or equivalent.

We will then contact you to conduct a course entry interview and LLN assessment.

Where To From Here?

If your application is successful, we will send you an Offer Letter and Student Agreement. You should make sure you read through this document carefully to make sure you are happy with all of the terms and conditions. If you are, then simply sign the document and send it back to us.

Once we receive this, we will email you to confirm your enrolment and issue an invoice for the first payment. The first day of each course will include orientation and induction. Orientation will include information about accessing our support services and methods for achieving success throughout the course, including course progress requirements.

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BSB50320 DIPLOMA OF HUMAN RESOURCE MANAGEMENT

➔ COURSE DESCRIPTION

This qualification reflects the role of individuals working in a variety of roles within the human resources sector. The job roles that relate to this qualification may include Human Resources Consultant, Human Resources Advisor and Human Resources Business Partner. Responsibilities are likely to be determined at a workplace level. Some smaller organisations may require employees to work across all aspects of human resources. In larger organisations, individuals may coordinate a single human resources function.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

➔ DURATION

This qualification will be delivered over 52 weeks, including 40 weeks of training and assessment spread over 4 terms of 10 weeks each and 12 weeks of holidays.

➔ TUITION FEE

\$ 8,000.

Enrolment Fee: \$200

Material Fee: \$300

➔ DELIVERY SITE

Level 1, 12 Butler Road Hurstville NSW
2220

➔ DELIVERY MODE

This program is delivered in the classroom.

➔ PATHWAY

Potential employment options are in human resources roles in a range of industry areas, such as Human Resources Consultant, Human Resources Advisor and Human Resources Business Partner. Students who complete this course may wish to continue their education into the BSB60320 Advanced Diploma of Human Resource Management or into a range of other Advanced Diploma level qualifications, as well as higher education qualifications in human resource management.

ENTRY REQUIREMENTS

Age Requirements: All students must be aged 18 years of age or over at the time of applying for admission in the College.

Qualification Requirement:

International students must have completed Year 12 or equivalent

English requirements:

Have an IELTS* score of 6.0 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:

- Educated for 5 years in an English-speaking country; or
- Complete the Australian ELICOS course at the upper intermediate level; or
- Successful completion of an English Placement Test; or
- Completed in Australia in English: Substantial component of AQF level 4 or higher
- Have sufficient language, literacy and numeracy (LLN) skills as tested through a language, literacy and numeracy assessment. Students will need to achieve ACSF level 3 for reading, writing, numeracy and oral communication to enter the course.

*Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 6.0.

Credit Transfer (CT): All individuals who have completed nationally recognised training with another Australian institute will receive credit transfer (CT) for the previously completed unit(s) of competency that are on the RTO's scope.

Award upon completion: Learners obtaining a competent result for all 12 unit (s) of competency will achieve the nationally recognised award, BSB50320 DIPLOMA OF HUMAN RESOURCE MANAGEMENT. Learners completing less than 12 units towards the qualification will receive a Statement of Attainment

Recognition of Prior Learning: All individual students are offered the opportunity to apply for RPL. Please see the International Student Prospectus or enquire at the RTO for the procedure on how to apply.

Teaching Methods: Teaching is conducted in the classroom as well as in practical labs when required to simulate real work environment. The delivery may include face to face teaching, lectures, discussions and learning activities.

Assessments: Assessments comprise of written assignments and project works.

Refunds : Learners are to read fees / refund information from the international student prospectus

➔ COURSE STRUCTURES

Total 12 units, 7 core units and 5 elective units

Code	Title	Core / Elective
BSBHRM521	Facilitate performance development processes	Core
BSBHRM522	Manage employee and industrial relations	Core
BSBHRM523	Coordinate the learning and development of teams and individuals	Core
BSBHRM524	Coordinate workforce plan implementation	Core
BSBHRM527	Coordinate human resource functions and processes	Core
BSBOPS504	Manage business risk	Core
BSBWHS411	Implement and monitor WHS policies, procedures and programs	Core
BSBHRM525	Manage recruitment and onboarding	Group A Elective
BSBHRM528	Coordinate remuneration and employee benefits	Group A Elective
BSBWHS521	Ensure a safe workplace for a work area	Group A Elective
BSBLDR523	Lead and manage effective workplace relationships	Group B Elective
BSBTWK501	Lead diversity and inclusion	Group B Elective

➔ RECEIPT HOUR

Monday to Friday: 8:30 am to 9:00 pm

Saturday to Sunday: 8:30 am to 7:30 pm

Note: Students are required to attend classes for 20-hours per week. Furthermore, students have the option to attend weekend classes as per the timetable.



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RTO no: 46283

Cricos provider no: 04288b

ABN: 12667713206

Training and Assessment Information

If this is an RPL only pathway, change the heading to RPL Information and describe the RPL approach.

Course Progress and Attendance

Satisfactory course progress and attendance is very important. Please read the Student Handbook carefully for more information. You will also be provided with further information about course progress and attendance requirements at your orientation.

Student Support

We offer the following in relation to support and welfare:

- one-to-one support from the trainer/assessor
- support with personal issues
- access to additional learning resources
- reasonable adjustment in assessment
- information about external sources of support.

You may not have studied for a while, may have English as a second language or need additional assistance with literacy or numeracy.

We will identify any additional support needs you may have at the time of application and enrolment and may prepare a Student Support Plan for you based on those needs.

Resource Requirements

You are required to bring your own laptop with Office 365 (or similar program) to all classes. These costs are not included in your course fees. Specifications for laptops and associated costs are included below.

PC-

Minimum requirements

Processor:

Intel® Core i5 (10th Gen) or AMD Ryzen 5 3600, 64-bit support, 3.0 GHz or faster Microsoft Windows 11

Operating system:

Microsoft Windows 11

RAM:

16 GB (8 GB minimum, 32 GB recommended for high performance tasks)

Hard disk space:

5 GB or more of available SSD storage

Monitor resolution:

1920 x 1080 (Full HD) display (2560 x 1440 or higher recommended) with 16-bit colour support; 2 GB or more of dedicated VRAM (4 GB recommended)

Graphics processor acceleration requirements:

OpenGL 4.0-capable system

Internet:

Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.

MacOS-

Minimum requirements

Processor:

Multicore Intel processor with 64-bit support

Operating system:

Big Sur

RAM:

2 GB or more of RAM (8 GB recommended)

Hard disk space:

4 GB or more of available hard-disk space for 64-bit installation; additional free space required during installation.

Monitor resolution:

1024 x 768 display (1280x800 recommended) with 16-bit colour and 512 MB or more of dedicated VRAM; 2 GB is recommended

Graphics processor acceleration requirements:

OpenGL 2.0-capable system

Internet:

Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.

Name of software and Associated costs–

Office 365: \$109 annually – <https://products.office.com/en-au/buy/office>

Laptop details and Associated costs –

Any laptop that meets the specifications above \$450 (approximate only)– Various

Course Credit

You can apply for recognition of existing qualifications or skills, knowledge, and experience (credit transfer or recognition of prior learning) as per the information included in our Student Handbook, which is available at www.bcs.edu.au.

If you are granted course credit, this will affect your course fees as well as the duration of your course. We will advise you in writing of changes to fees or course duration as a result of the credit.

For any questions about course credit, contact us at the details shown below.

How Can I Apply?

To apply for this course, you are required to complete an enrolment form and submit all required supporting evidence including:

- a copy of your High School Certificate or equivalent.

We will then contact you to conduct a course entry interview and LLN assessment.

Where To From Here?

If your application is successful, we will send you an Offer Letter and Student Agreement. You should make sure you read through this document carefully to make sure you are happy with all of the terms and conditions. If you are, then simply sign the document and send it back to us.

Once we receive this, we will email you to confirm your enrolment and issue an invoice for the first payment. The first day of each course will include orientation and induction. Orientation will include information about accessing our support services and methods for achieving success throughout the course, including course progress requirements.

This course outline should be read in conjunction with Business College of Sydney's Student Handbook. This can be found online at www.bcs.edu.au.

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Cricos provider no: 04288b

ABN: 12667713206

BSB60320 ADVANCED DIPLOMA OF HUMAN RESOURCE MANAGEMENT

➔ COURSE DESCRIPTION

This qualification reflects the role of individuals who provide leadership and support strategic direction in the human resources activities of an organisation. Their knowledge base may be highly specialised or broad within the human resources field. The job roles that relate to this qualification may include Human Resources Manager and Senior Human Resources Business Partner.

Responsibilities are likely to be determined at a workplace level. Some smaller organisations may require employees to work across all aspects of human resources. In larger organisations, individuals may manage a single human resources function.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

➔ DURATION

This qualification will be delivered over 78 weeks, including 60 weeks of training and assessment spread over 6 terms of 10 weeks each and 18 weeks of holidays.

➔ TUITION FEE

\$ 12,000.

Enrolment Fee: \$200

Material Fee: \$300

➔ DELIVERY SITE

Level 1, 12 Butler Road Hurstville NSW
2220

➔ DELIVERY MODE

This program is delivered in the classroom.

➔ PATHWAY

Potential employment options are in human resources roles in a range of industry areas, such as Human Resources Manager and Senior Human Resources Business Partner.

Students who complete this course may wish to continue their education into higher education qualifications human resource management.

➔ ENTRY REQUIREMENTS

Age Requirements: All students must be aged 18 years of age or over at the time of applying for admission in the College.

Qualification Requirement:

International students must have completed Year 12 or equivalent

English requirements:

Have an IELTS* score of 6.0 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:

- Educated for 5 years in an English-speaking country; or
- Complete the Australian ELICOS course at the upper intermediate level; or
- Successful completion of an English Placement Test; or
- Completed in Australia in English: Substantial component of AQF level 4 or higher
- Have sufficient language, literacy and numeracy (LLN) skills as tested through a language, literacy and numeracy assessment. Students will need to achieve ACSF level 3 for reading, writing, numeracy and oral communication to enter the course.

*Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 6.0.

Credit Transfer (CT): All individuals who have completed nationally recognised training with another Australian institute will receive credit transfer (CT) for the previously completed unit(s) of competency that are on the RTO's scope.

Award upon completion: Learners obtaining a competent result for all 10 unit (s) of competency will achieve the nationally recognised award, BSB60320 ADVANCED DIPLOMA OF HUMAN RESOURCE MANAGEMENT. Learners completing less than 10 units towards the qualification will receive a Statement of Attainment

Recognition of Prior Learning: All individual students are offered the opportunity to apply for RPL. Please see the International Student Prospectus or enquire at the RTO for the procedure on how to apply.

Teaching Methods: Teaching is conducted in the classroom as well as in practical labs when required to simulate real work environment. The delivery may include face to face teaching, lectures, discussions and learning activities.

Assessments: Assessments comprise of written assignments and project works.

Refunds : Learners are to read fees / refund information from the international student prospectus

➔ COURSE STRUCTURES

Total 10 units, 6 core units and 4 elective units

Code	Title	Core / Elective
BSBCRT611	Apply critical thinking for complex problem solving	Core
BSBFIN601	Manage organisational finances	Core
BSBHRM611	Contribute to organisational performance development	Core
BSBHRM612	Contribute to the development of employee and industrial relations strategies	Core
BSBHRM614	Contribute to strategic workforce planning	Core
BSBLDR601	Lead and manage organisational change	Core
BSBHRM613	Contribute to the development of learning and development strategies	Elective
BSBLDR602	Provide leadership across the organisation	Elective
BSBOPS504	Manage business risk	Elective
BSBWHS521	Ensure a safe workplace for a work area	Elective

➔ RECEIPT HOUR

Monday to Friday: 8:30 am to 9:00 pm

Saturday to Sunday: 8:30 am to 7:30 pm

Note: Students are required to attend classes for 20-hours per week. Furthermore, students have the option to attend weekend classes as per the timetable.



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Cricos provider no: 04288b

ABN: 12667713206

Training and Assessment Information

If this is an RPL only pathway, change the heading to RPL Information and describe the RPL approach.

Course Progress and Attendance

Satisfactory course progress and attendance is very important. Please read the Student Handbook carefully for more information. You will also be provided with further information about course progress and attendance requirements at your orientation.

Student Support

We offer the following in relation to support and welfare:

- one-to-one support from the trainer/assessor
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Resource Requirements

You are required to bring your own laptop with Office 365 (or similar program) to all classes. These costs are not included in your course fees. Specifications for laptops and associated costs are included below.

PC-

Minimum requirements

Processor:

Intel® Core i5 (10th Gen) or AMD Ryzen 5 3600, 64-bit support, 3.0 GHz or faster Microsoft Windows 11

Operating system:

Microsoft Windows 11

RAM:

16 GB (8 GB minimum, 32 GB recommended for high performance tasks)

Hard disk space:

5 GB or more of available SSD storage

Monitor resolution:

1920 x 1080 (Full HD) display (2560 x 1440 or higher recommended) with 16-bit colour support; 2 GB or more of dedicated VRAM (4 GB recommended)

Graphics processor acceleration requirements:

OpenGL 4.0-capable system

Internet:

Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.

MacOS-

Minimum requirements

Processor:

Multicore Intel processor with 64-bit support

Operating system:

Big Sur

RAM:

2 GB or more of RAM (8 GB recommended)

Hard disk space:

4 GB or more of available hard-disk space for 64-bit installation; additional free space required during installation.

Monitor resolution:

1024 x 768 display (1280x800 recommended) with 16-bit colour and 512 MB or more of dedicated VRAM; 2 GB is recommended

Graphics processor acceleration requirements:

OpenGL 2.0-capable system

Internet:

Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.

Name of software and Associated costs-

Office 365: \$109 annually - <https://products.office.com/en-au/buy/office>

Laptop details and Associated costs -

Any laptop that meets the specifications above \$450 (approximate only)- Various

Course Credit

You can apply for recognition of existing qualifications or skills, knowledge, and experience (credit transfer or recognition of prior learning) as per the information included in our Student Handbook, which is available at www.bcs.edu.au.

If you are granted course credit, this will affect your course fees as well as the duration of your course. We will advise you in writing of changes to fees or course duration as a result of the credit.

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How Can I Apply?

To apply for this course, you are required to complete an enrolment form and submit all required supporting evidence including:

- a copy of your High School Certificate or equivalent.

We will then contact you to conduct a course entry interview and LLN assessment.

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BSB80120 GRADUATE DIPLOMA OF MANAGEMENT (LEARNING)

➔ COURSE DESCRIPTION

This qualification reflects the role of individuals who apply highly specialised knowledge and skills in the field of organisational learning and capability development. Individuals in these roles generate and evaluate complex ideas. They also initiate, design, and execute major learning and development functions within an organisation. Typically, they would have full responsibility and accountability for the personal output and work of others.

This qualification may apply to leaders and managers in an organisation where learning is used to build organisational capability. The job roles that relate to this qualification may also include RTO Manager and RTO Director.

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.

➔ DURATION

This qualification will be delivered over 52 weeks, including 40 weeks of training and assessment spread over 4 terms of 10 weeks each and 12 weeks of holidays.

➔ TUITION FEE

\$ 10,000.

Enrolment Fee: \$200

Material Fee: \$300

➔ DELIVERY SITE

Level 1, 12 Butler Road Hurstville NSW
2220

➔ DELIVERY MODE

This program is delivered in the classroom.

➔ PATHWAY

Potential employment options are organisational learning and capability development roles in a range of industry areas.

Students who complete this course may wish to continue their education into higher education qualifications in organisational learning and capability development.

ENTRY REQUIREMENTS

Age Requirements: All students must be aged 18 years of age or over at the time of applying for admission in the College.

Qualification Requirement:

International students must have completed Year 12 or equivalent

English requirements:

Have an IELTS* score of 6.0 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:

- Educated for 5 years in an English-speaking country; or
- Complete the Australian ELICOS course at the upper intermediate level; or
- Successful completion of an English Placement Test; or
- Completed in Australia in English: Substantial component of AQF level 4 or higher
- Have sufficient language, literacy and numeracy (LLN) skills as tested through a language, literacy and numeracy assessment. Students will need to achieve ACSF level 3 for reading, writing, numeracy and oral communication to enter the course.

*Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 6.0.

Credit Transfer (CT): All individuals who have completed nationally recognised training with another Australian institute will receive credit transfer (CT) for the previously completed unit(s) of competency that are on the RTO's scope.

Award upon completion: Learners obtaining a competent result for all 8 unit (s) of competency will achieve the nationally recognised award, BBSB80120

GRADUATE DIPLOMA OF MANAGEMENT (LEARNING). Learners completing less than 8 units towards the qualification will receive a Statement of Attainment

Recognition of Prior Learning: All individual students are offered the opportunity to apply for RPL. Please see the International Student Prospectus or enquire at the RTO for the procedure on how to apply.

Teaching Methods: Teaching is conducted in the classroom as well as in practical labs when required to simulate real work environment. The delivery may include face to face teaching, lectures, discussions and learning activities.

Assessments: Assessments comprise of written assignments and project works.

Refunds : Learners are to read fees / refund information from the international student prospectus

➔ COURSE STRUCTURES

Total 8 units, 3 core units and 5 elective units

Code	Title	Core / Elective
BSBHRM613	Contribute to the development of learning and development strategies	Core
BSBLDR811	Lead strategic transformation	Core
TAELED803	Implement improved learning practice	Core
BSBFIN801	Lead financial strategy development	Elective
BSBHRM611	Contribute to organisational performance development	Elective
BSBINS603	Initiate and lead applied research	Elective
BSBSTR801	Lead innovative thinking and practice	Elective
BSBLDR812	Develop and cultivate collaborative partnerships and relationships	Elective

➔ RECEIPT HOUR

Monday to Friday: 8:30 am to 9:00 pm

Saturday to Sunday: 8:30 am to 7:30 pm

Note: Students are required to attend classes for 20-hours per week. Furthermore, students have the option to attend weekend classes as per the timetable.



BUSINESS COLLEGE OF SYDNEY PTY LTD

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web: www.bcs.edu.au

address: Level 1, 12 Butler Road Hurstville NSW 2220

RTO no: 46283

Cricos provider no: 04288b

ABN: 12667713206

Training and Assessment Information

If this is an RPL only pathway, change the heading to RPL Information and describe the RPL approach.

Course Progress and Attendance

Satisfactory course progress and attendance is very important. Please read the Student Handbook carefully for more information. You will also be provided with further information about course progress and attendance requirements at your orientation.

Student Support

We offer the following in relation to support and welfare:

- one-to-one support from the trainer/assessor
- support with personal issues
- access to additional learning resources
- reasonable adjustment in assessment
- information about external sources of support.

You may not have studied for a while, may have English as a second language or need additional assistance with literacy or numeracy.

We will identify any additional support needs you may have at the time of application and enrolment and may prepare a Student Support Plan for you based on those needs.

Resource Requirements

You are required to bring your own laptop with Office 365 (or similar program) to all classes. These costs are not included in your course fees. Specifications for laptops and associated costs are included below.

PC-

Minimum requirements

Processor:

Intel® Core i5 (10th Gen) or AMD Ryzen 5 3600, 64-bit support, 3.0 GHz or faster Microsoft Windows 11

Operating system:

Microsoft Windows 11

RAM:

16 GB (8 GB minimum, 32 GB recommended for high performance tasks)

Hard disk space:

5 GB or more of available SSD storage

Monitor resolution:

1920 x 1080 (Full HD) display (2560 x 1440 or higher recommended) with 16-bit colour support; 2 GB or more of dedicated VRAM (4 GB recommended)

Graphics processor acceleration requirements:

OpenGL 4.0-capable system

Internet:

Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.

MacOS-

Minimum requirements

Processor:

Multicore Intel processor with 64-bit support

Operating system:

Big Sur

RAM:

2 GB or more of RAM (8 GB recommended)

Hard disk space:

4 GB or more of available hard-disk space for 64-bit installation; additional free space required during installation.

Monitor resolution:

1024 x 768 display (1280x800 recommended) with 16-bit colour and 512 MB or more of dedicated VRAM; 2 GB is recommended

Graphics processor acceleration requirements:

OpenGL 2.0-capable system

Internet:

Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.

Name of software and Associated costs–

Office 365: \$109 annually – <https://products.office.com/en-au/buy/office>

Laptop details and Associated costs –

Any laptop that meets the specifications above \$450 (approximate only)– Various

Course Credit

You can apply for recognition of existing qualifications or skills, knowledge, and experience (credit transfer or recognition of prior learning) as per the information included in our Student Handbook, which is available at www.bcs.edu.au.

If you are granted course credit, this will affect your course fees as well as the duration of your course. We will advise you in writing of changes to fees or course duration as a result of the credit.

For any questions about course credit, contact us at the details shown below.

How Can I Apply?

To apply for this course, you are required to complete an enrolment form and submit all required supporting evidence including:

- a copy of your High School Certificate or equivalent.

We will then contact you to conduct a course entry interview and LLN assessment.

Where To From Here?

If your application is successful, we will send you an Offer Letter and Student Agreement. You should make sure you read through this document carefully to make sure you are happy with all of the terms and conditions. If you are, then simply sign the document and send it back to us.

Once we receive this, we will email you to confirm your enrolment and issue an invoice for the first payment. The first day of each course will include orientation and induction. Orientation will include information about accessing our support services and methods for achieving success throughout the course, including course progress requirements.

This course outline should be read in conjunction with Business College of Sydney's Student Handbook. This can be found online at www.bcs.edu.au.

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ENROLMENT CONDITIONS

➔ Payment Schedule

The fees applicable to each course and category of student and fee payment schedules are detailed in the applicable Student Application Form. Contact the College to obtain details.

➔ Visa refusal

Visa refusal prior to course commencement will result in 100% refund of Tuition Fees paid in advance paid within 14 days.

➔ Student Default

An overseas student or intending overseas student “defaults”, in relation to a course at a location, if:

- a) the course starts at the location on the agreed starting day, but the student does not start the course on that day (and has not previously withdrawn); or
- b) the student withdraws from the course at the location (either before or after the agreed starting day); or
- c) the registered provider of the course refuses to provide, or continue providing, the course to the student at the location because of one or more of the following events:
 - the student failed to pay an amount he or she was liable to pay the College, directly or indirectly, in order to undertake the course;
 - the student breached a condition of his or her student visa; misbehavior by the student.

➔ Student requested refunds

Refund requests must be in writing, signed and dated by the student, and delivered to the College in person, by email, fax or letter. Refund requirements when a student requests a refund are detailed in the applicable Written Agreement. Contact the College to obtain details.

➔ Missed Payments

Students who do not make instalment payments by the due date will be excluded from attendance and have their enrolment suspended for the lesser of one week or until the missed instalment payment is made. If the missed instalment payment has not been made at the end of the one week suspension the student will have their enrolment cancelled.

➔ Fee Changes

Prior to a student enrolling fees may be altered without notice. Once a student has completed enrolment, fees will not be subject to change for the normal duration of the course. If a course length is extended by the student then any fee increases will be required to be paid for the extended component of the course.

➔ Tuition Protection Service

The Tuition Protection Service (TPS) is an initiative of the Australian Government to assist international students whose education providers are unable to fully deliver their course of study. The TPS ensures that international students are able to either: complete their studies in another course or with another education provider or receive a refund of their unspent tuition fees

The Tuition Protection Service website is <https://tps.gov.au/>



Contact Us

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