Study now through VET FEE-HELP PROGRAM at an award-winning provider

Course: BSB50407 Diploma of Business Administration

Available: ☑ Classroom-based ☑ Online ☑ Mixed
Course start: ☑ January 2015
☑ Flexible start dates

VET FEE-HELP
Take advantage of the exciting opportunity to study towards your dream career with VET FEE-HELP, an income contingent government loan scheme that helps eligible students complete a VET qualification without having to pay upfront.

You are eligible for VET FEE-HELP if you:
☑ are an Australian citizen or permanent humanitarian visa holder (resident in Australia for the duration of the unit); AND
☑ have not exceeded the FEE HELP limit; AND
☑ meet course requirements as follows:
   ▶ are a full fee-paying / fee for service student studying a diploma, advanced diploma, graduate certificate or graduate diploma level course at an approved VET FEE HELP provider; OR
   ▶ are a student subsidised by a state or territory government (other than the Australian Capital Territory) studying a diploma or advanced diploma course; OR
   ▶ are a student subsidised by the Victorian, South Australian, Queensland, Western Australian and New South Wales Government studying in a specified certificate IV course (nominated courses vary by state) as part of the Certificate IV Trial that concludes in December 2016; AND
   ▶ are enrolled with an approved provider in an eligible unit of study by the census date for that unit.

COURSE INFORMATION
Course summary
This qualification reflects the role of individuals who possess a sound theoretical knowledge base and use a range of specialized, technical or managerial competencies to plan, carry out and evaluate their own work and/or the work of a team.

Career opportunities
Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:
   ▶ Administration Manager
   ▶ General Office Manager
   ▶ Office Manager

Course structure
This course covers eight (8) units of competency comprising of 3 core and 5 electives taken from the BSB07 Training Package.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
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<tbody>
<tr>
<td>BSBPMGS22A</td>
<td>Undertake project work</td>
</tr>
<tr>
<td>BSBADM503B</td>
<td>Plan and manage conferences</td>
</tr>
<tr>
<td>BSBADM504B</td>
<td>Plan or review administration systems</td>
</tr>
<tr>
<td>BSBFIM502A</td>
<td>Manage payroll</td>
</tr>
<tr>
<td>BSBADM506B</td>
<td>Manage business document design and development</td>
</tr>
<tr>
<td>BSBMGT502B</td>
<td>Manage people performance</td>
</tr>
<tr>
<td>BSBWHS401A</td>
<td>Implement and monitor WHS policies, procedures and programs to meet legislative requirements</td>
</tr>
<tr>
<td>BSBKRG502B</td>
<td>Manage and monitor business or records systems</td>
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</tbody>
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Entry requirements
☑ There are no entry requirements for this qualification.
☑ Preferred pathway to this qualification could include the person with demonstrated vocational experience in a range of work environments in a management role, including administrator, manager, operations analyst, operations and evaluate their own work and/or the work of a team.

Qualification pathway
Upon successful completion of all units in this course, students are eligible for the BSB50407 Diploma of Business Administration. After achieving this qualification candidates may undertake a variety of business studies at the advanced diploma level.
Course specific resources
The computer must be of recent design – no more than 5 years old. The key is that it runs the software listed below:
- Microsoft Office 2010 or equivalent, i.e. Apache Open Office
- Up-to-date web browser
- CD-ROM drive
- Adobe Flash Player latest version & Broadband Internet connection

Some units may require specialist software. You may be required to purchase some text books which will be advised by your teacher.

Course duration
This course is delivered on flexible, self-paced learning mode that can be completed between 6 months to 12 months.

Delivery method
The students may undertake this qualification via the following flexible learning methods:
- Face-to-face
- Online
- Distance/Correspondence
- Work place-based

Please contact Pacific College for the choice of delivery method to suit your individual circumstances and study needs.

Assessments
A range of different assessment methods will be used such as:
- Simulated workplace activities/ scenarios/ role plays
- Exams and Online Quizzes
- Projects/Assignment
- Class Activities
- Practical/demonstration

Recognition of Prior Learning (RPL)
RPL is the acknowledgment of current skills and knowledge which you may have gained from a range of experiences including work, volunteering, study and general life experiences. It is achieved through the assessment of evidence you provide against a set of criteria in a qualification. If you believe you meet the eligibility for RPL or Credit Transfer, please apply to the College.

Course start dates
Please contact the College for further intake dates.

Delivery location
The classroom based delivery for this qualification will be conducted at the Pacific College of Technology’s delivery site at Auburn NSW: Level 1, 91-95 Rawson Street Auburn NSW 2144

Apply now
To enrol in your preferred course through VET FEE-HELP, just follow these steps:
- Check whether you may be eligible for VET FEE-HELP
- Select the course you want to apply for.
- Complete Enrolment form and provide requested documents to the College.
- The College will be in contact regarding the progress of your application

Further information
Pacific College of Technology
Level 1, 91-95 Rawson Street, Auburn NSW 2144 Australia
E-mail: info@pct.edu.au | Phone: (02) 9649 7767 | Fax: (02) 9649 7787
Website: www.pct.edu.au | RTO No: 91151 | CRICOS Provider Code: 02668F
For more information on VET FEE-HELP PROGRAM please visit studyassist.gov.au.