



Magill College Pty Ltd Trading as Magill College Sydney

ABN: 67 090 050 990

CRICOS Provider Code: 01994M RTO No: 91367

Tel: (+61 2) 8061 6980 Fax: (+61 2) 9267 1711 www.magill.edu.au

COURSE INFORMATION BSB30115 CERTIFICATE III IN BUSINESS

CRICOS Course Code: 086816D		
Course Duration:	40 weeks with 20 contact hours per week including a ten (10) week approved holiday period.	
Course Fee	Enrolment Fee (non-refundable)	Material Fee (incl. study materials)
AU \$4,800.00	AU \$200.00	AU \$100.00
Please note Magill College Sydney reserves the right to vary Tuition Fees and/or Material Fees without prior notice. Please contact the College prior to enrolling to confirm the current cost and fee structure.		
<p>Entry requirements: There are no pre-requisite entry requirements for this qualification. Magill College Sydney does not accept any students under 18 years of age, and therefore it is mandatory that all students who wish to enrol in this course must be at least 18 years of age. For international students whose first language is not English, the minimum required level of English language proficiency is an IELTS score of 5.5 or TOEFL iBT score of 46 [or equivalent, as recognised by Department of Immigration and Border Protection (DIBP) and a satisfactory completion of School Certificate or equivalent.]</p>		
<p>Learning and Career Pathways Information: Preferred pathways for students into this qualification may include a number of entry points, including:</p> <ul style="list-style-type: none"> • BSB20115 Certificate II in Business or other relevant qualification(s); or • For mature age entry (21 years of age or above) vocational experience assisting in a range of support roles without a formal qualification. <p>Pathways from the qualification: Students who gain the BSB30115 Certificate III in Business can further their study in the BSB40215 Certificate IV in Business, or a range of other Certificate IV qualifications.</p>		
<p>Qualification Packaging Rules</p> <p>To attain the BSB30115 Certificate III in Business qualification twelve (12) units (One (1) Core unit and Eleven (11) Elective units) must be completed successfully. These units of competency have been selected in accordance with packaging rules, as specified in Release No. 1 of BSB30115 Certificate III in Business.</p> <p>Upon completion of the qualification under the course structure listed below students will be issued with an AQF Qualification BSB30115 Certificate III in Business. Students completing assessment requirements for part of a qualification will be awarded a Statement of Attainment, indicating which units of competency they have completed.</p>		
Core Unit		
BSBWHS302	Apply knowledge of WHS legislation in the workplace	
Elective Units		
BSBFIA301	Maintain financial records	
BSBDIV301	Work effectively with diversity	
BSBITU309	Produce desktop published documents	
BSBITU304	Produce spreadsheets	
BSBITU302	Create electronic presentations	
BSBITU303	Design and produce text documents	
BSBITU301	Create and use database	
BSBFLM303	Contribute to effective workplace relationship	
BSBCMM301	Process customer complaints	
BSBWOR301	Organise personal work priorities and development	
BSBCUS301	Deliver and monitor a service to customers	
Vocational outcome	<p>This course is designed for:</p> <ul style="list-style-type: none"> • individuals who want to develop knowledge and skills to gain employment at entry level in a range of business areas; and • individuals wanting to develop skills across a range of areas including using current business technology and software, writing and business communication, working in a team environment, maintaining workplace safety, organising workplace information, and maintaining financial records. <p>Further information regarding BSB07 – Business Services Training Package can be accessed at: www.training.gov.au</p>	



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COURSE INFORMATION BSB40215 CERTIFICATE IV IN BUSINESS

CRICOS Course Code: 086897J		
Course Duration:	40 weeks with 20 contact hours per week including a ten (10) week approved holiday period.	
Course Fee	Enrolment Fee (non-refundable)	Material Fee (incl. study materials)
AU \$4,800.00	AU \$200.00	AU \$100.00
Please note Magill College Sydney reserves the right to vary Tuition Fees and/or Material Fees without prior notice. Please contact the College prior to enrolling to confirm the current cost and fee structure.		
<p>Entry requirements: There are no pre-requisite entry requirements for this qualification. Magill College Sydney does not accept any students under 18 years of age, and therefore it is mandatory that all students who wish to enrol in this course must be at least 18 years of age.</p> <p>For international students whose first language is not English, the minimum required level of English language proficiency is an IELTS score of 5.5 or TOEFL iBT score of 46 [or equivalent, as recognised by Department of Immigration and Border Protection (DIBP) and a satisfactory completion of HSC Year 12 or equivalent.]</p>		
<p>Learning and Career Pathways Information: Preferred pathways for students into this qualification may include a number of entry points, including:</p> <ul style="list-style-type: none"> • BSB30115 Certificate III in Business or other relevant qualification(s); or • For mature age entry (21 years of age or above) with vocational experience assisting in a range of environments providing administrative or operational support to individuals and/or teams but without a formal business qualification. <p>Pathways from the qualification: Students who gain the BSB40215 Certificate IV in Business can further their study in a range of Diploma level qualifications within the BSB Business Services Training Package, or other Training Packages.</p>		
<p>Qualification Packaging Rules: To attain the BSB40215 Certificate IV in Business qualification ten (10) units (One (1) Core unit and Nine (9) Elective units) must be completed successfully. These units of competency have been selected in accordance with packaging rules, as specified in Release No. 1 of BSB40215 Certificate IV in Business.</p>		
<p>Upon completion of the qualification under the course structure listed below students will be issued with an AQF Qualification BSB40215 Certificate IV in Business. Students completing assessment requirements for part of a qualification will be awarded a Statement of Attainment, indicating which units of competency they have completed.</p>		
Core Unit		
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	
Elective Units		
BSBCUS401	Coordinate implementation of customer service strategies	
BSBMKG414	Undertake marketing activities	
BSBFIA402	Report on financial activity	
BSBFIA401	Prepare financial reports	
BSBMKG413	Promote products and services	
BSBITU404	Produce complex desktop published documents	
BSBITU401	Design and develop complex text documents	
BSBITU402	Develop and use complex spreadsheets	
BSBCMM401	Make a presentation	
Vocational outcome	<p>This course is designed for:</p> <ul style="list-style-type: none"> • Individuals who want to develop the knowledge and skills to effectively operate in a wide range of business contexts across number of industry sectors; and • Individuals wanting to develop skills across a range of areas including areas of customer service, financial administration, general administration, business communication and marketing among others. <p>Further information regarding BSB – Business Services Training Package can be accessed at: www.training.gov.au</p>	



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COURSE INFORMATION BSB50215 DIPLOMA OF BUSINESS

Units of Competency included in the Qualification Structure

BSB50215 Diploma of Business (CRICOS Course Code 091160G)

Course Duration	52 weeks @ 20 hours per week, including a 12 week approved holiday period.	
Course Fee	Enrolment Fee (non-refundable)	Material Fee (incl. study materials)
AU \$6,400.00	AU \$200.00	AU \$100.00

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Entry requirements

There are no pre-requisites for this qualification.

Magill College Sydney does not accept any students under 18 years of age, and therefore it is mandatory that all students who wish to enrol in this course must be at least 18 years of age.

For international Students whose first language is not English, the minimum required level of English language proficiency is an IELTS score of 5.5 or TOEFL iBT score of 46 (or equivalent, as recognised by Department of Immigration and Border Protection (DIBP) and a satisfactory completion of HSC Year 12 or equivalent.

Learning and Career Pathways Information

Preferred pathways for students into this qualification may include a number of entry points, including:

- BSB40215 Certificate IV in Business or other relevant qualification(s); or
- For mature age entry (21 years of age or above) vocational experience is expected, but without a formal qualification.

Pathways from the qualification:

Students who gain the BSB50215 Diploma of Business qualification can further their study in the BSB60215 Advanced Diploma of Business or other Advanced Diploma qualifications or can gain employment within a supervisory or management role.

Qualification Packaging Rules

To attain the BSB50215 Diploma of Business qualification Eight (8) Elective units must be completed successfully. These Elective units of competency have been selected in accordance with packaging rules, as specified in Release No. 1 of BSB50215 Diploma of Business.

Upon completion of the qualification under the course structure listed below, students will be issued with an AQF Qualification BSB50215 Diploma of Business. Students completing assessment requirements for part of a qualification will be awarded a Statement of Attainment, indicating which units of competency they have completed.

Elective Units (Group B, Group C & Group E)

BSBADM504	Plan and implement administrative systems
BSBADM506	Manage business document design and development
BSBHRM506	Manage recruitment, selection and induction processes
BSBWOR501	Manage personal work priorities and professional development
BSBPMG522	Undertake project work
BSBRISK501	Manage risk

Elective Units (Other Group)

BSBMGT502	Manage people performance
BSBMGT517	Manage operational plan

Vocational Outcome:

This business qualification reflects the role and is designed for:

- individuals with various job titles including executive officers, program consultants and program coordinators; or
- individuals who may possess meaningful experience in a range of settings, but seek to further develop their skills across a wide range of business functions; or
- conversely, it may also apply to those individuals with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to develop to create further educational and employment opportunities.

Further information regarding BSB - Business Services Training Package can be accessed at: www.training.gov.au



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COURSE INFORMATION BSB60215 ADVANCED DIPLOMA OF BUSINESS

Units of Competency included in the Qualification Structure

BSB60215 Advanced Diploma of Business (CRICOS Course Code 091161G)

Course Duration:	52 weeks @ 20 hours per week including 12 week approved holiday period.	
Course Fee	Enrolment Fee (non-refundable)	Material Fee (incl. study materials)
AU \$6,400.00	AU \$200.00	AU \$100.00

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Entry requirements

There are no pre-requisites for this qualification.

Magill College Sydney does not accept any students under 18 years of age, and therefore it is mandatory that all students who wish to enrol in this course must be at least 18 years of age.

For international Students whose first language is not English, the minimum required level of English language proficiency is an IELTS score of 5.5 or TOEFL iBT score of 46 (or equivalent, as recognised by Department of Immigration and Border Protection (DIBP) and a satisfactory completion of HSC Year 12 or equivalent.

Learning and Career Pathways Information

Preferred pathways for students into this qualification may include a number of entry points, including:

- BSB50215 Diploma of Business or other relevant qualification(s); or
- For mature age entry (21 years of age or above) with substantial vocational experience in business, but without a formal qualification.

Pathways from the qualification:

Students who gain the BSB60215 Advanced Diploma of Business qualification may choose to undertake studies at a higher level of education or can gain employment in job roles such as Business Development Manager or Administration Manager. This breadth of expertise would equate to the competencies required to undertake this qualification.

Qualification Packaging Rules

To attain the BSB60215 Advanced Diploma of Business qualification Eight (8) Elective units must be completed successfully. These Elective units of competency have been selected in accordance with packaging rules, as specified in Release No. 1 of BSB60215 Advanced Diploma of Business.

Upon completion of the qualification under the course structure listed below students will be issued with an AQF Qualification BSB60215 Advanced Diploma of Business. Students completing assessment requirements for part of a qualification will be awarded a Statement of Attainment, indicating which units of competency they have completed.

Elective Units (Group B, Group D & Group C)

BSBINN601	Lead and manage organisational change
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBFIM601	Manage finances
BSBMKG608	Develop organisational marketing objectives
BSBMKG603	Manage the marketing process
BSBMKG609	Develop a marketing plan

Elective Units (Other Group)

BSBMGT617	Develop and implement a business plan
BSBMGT608	Manage innovation and continuous improvement

Vocational Outcome:

This business qualification reflects the role and is designed for:

- individuals with considerable experience in a senior administrative role who are seeking to develop expertise across a wider range of business functions; or
- individuals who possess meaningful theoretical business skills and knowledge and wish to consolidate and build pathways to further educational or employment opportunities; or
- individuals wishing to further develop their business and marketing competencies.

Further information regarding BSB - Business Services Training Package can be accessed at: www.training.gov.au