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“It is our aim to provide excellence in all aspects of Vocational Education and Training and to be a positive force behind our students in the fulfilment of their study and career goals.

Our highly qualified and experienced trainers and assessors and our state-of-the-art computer and classroom facilities ensure that at Magill College Sydney, you are learning according to current industry standards and in a technologically advanced learning environment.

Magill College Sydney is surrounded by some of Sydney’s best known restaurants, cafes, takeaway shops, refreshment and entertainment venues. Students are immersed in the friendly, multicultural and cosmopolitan environment of Sydney.

We would like you to enjoy your time in Sydney and especially at Magill College Sydney. It can often be a once in a lifetime experience. We are here to assist you in benefiting from your time studying at Magill College Sydney and enjoying the many other benefits that Sydney has to offer.”

Jan Vasek
Grad Dip. Mgt, MBA, A.I.M.M.
Principal Executive Officer
MAGILL Staff

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All Magill students have the flexibility to change between morning and evening class during their course of study at Magill College Sydney (except Advanced Diploma of Business students). Students will only be allowed to change between morning and evening classes at the beginning of each block/term (5/10 weeks) unless special consideration is given. To change, please see the Administration Manager.

### Class Timetable

#### Morning Class

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
</tr>
</thead>
<tbody>
<tr>
<td>08:30 AM - 12:00 PM</td>
<td>Class</td>
<td>Class</td>
<td>Class</td>
</tr>
<tr>
<td>12:00 PM - 12:30 PM*</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:30 PM - 03:45 PM</td>
<td>Class</td>
<td>Class</td>
<td>Class</td>
</tr>
</tbody>
</table>

*Wednesday and Saturday Class finish 3:30 PM
*Trainers may give a 10 minute break if it is required

#### Evening Class

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
</tr>
</thead>
<tbody>
<tr>
<td>05:00 PM - 10:00 PM*</td>
<td>Class</td>
<td>Class</td>
<td>Class</td>
</tr>
</tbody>
</table>

* Trainers may give a 30 minute dinner break if it is required

### Tuition Fees

<table>
<thead>
<tr>
<th>CRICOS CODE</th>
<th>Course Title</th>
<th>Duration</th>
<th>Tuition Fee</th>
<th>‘Material Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>086816D</td>
<td>BSB30115 Certificate III in Business</td>
<td>40 weeks</td>
<td>$1,600 × 3 term</td>
<td>$100/Course</td>
</tr>
<tr>
<td>086897J</td>
<td>BSB40215 Certificate IV in Business</td>
<td>40 weeks</td>
<td>$1,600 × 3 term</td>
<td>$100/Course</td>
</tr>
<tr>
<td>091160G</td>
<td>BSB50215 Diploma of Business</td>
<td>52 weeks</td>
<td>$1,600 × 4 term</td>
<td>$100/Course</td>
</tr>
<tr>
<td>091161G</td>
<td>BSB60215 Advanced Diploma Business</td>
<td>52 weeks</td>
<td>$1,600 × 4 term</td>
<td>$100/Course</td>
</tr>
</tbody>
</table>

Enrolment fee: $200 (non-refundable)

Please note Magill College Sydney reserves the right to change Fees and Timetable without prior notice. Please contact the College before enrolling to confirm the current cost, fee structure and timetable for each course.

*Material Fee includes study materials for the course.
Magill Pathway

Enrol at Magill College at any level:

- Advanced Diploma of Business (52 weeks)
- Diploma of Business (52 weeks)
- Certificate IV in Business (40 weeks)
- Certificate III in Business (40 weeks)

University Degree

H.S.C or Year 12 Equivalent

Year 11 or Equivalent

*Pre-requisites apply for all Magill College courses

English Level Testing

If you do not have an IELTS score or English Certificate, do not worry. Just follow these easy steps!

1. Complete the Enrolment Form and send it to Magill College
2. We will make a booking for your Entry Test at MIT Institute
3. Complete the Entry Test
   (Between 9 AM and 3 PM, Monday - Friday)
1. Please read the Magill College Pre-Enrolment Information Pack located on the Magill College website.

2. Send the following documents to enrolments@magill.edu.au
   - Enrolment Form (Please refer to our website)
   - Passport
   - Visa copy
   - English results (IELTS 5.5 or TOEFL iBT of 46 or Equivalent)
   - Previous academic transcripts

3. Receive, sign and return the Letter of Offer along with the first instalment payment receipt.

4. Receive Confirmation of Enrolment (CoE) and commence studying at Magill College on your orientation day.
To confirm your acceptance of the above offer, you are required:

- Refer to our website, www.magill.edu.au for all pre-enrolment information. If you are unable to access our website, please contact Magill College Sydney to request a hard copy.

Magill College Sydney does not accept any students under 18 years of age and therefore it is a mandatory requirement that all participants wishing to enrol 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 Security DIBP) and a satisfactory completion of HSC Year 12, or equivalent. For mature age entry (21 years of age or above) relevant vocational work experience is generally expected and it may be possible to provide an entry pathway to the course by utilising the student’s underpinning skills and knowledge, or other completed training.

If you have not provided these documents with this application, the offer letter will remain conditional until such documents are provided. These documents must be provided before you can be accepted into the above course(s) and an electronic Confirmation of Enrolment (CoE) is issued.

Students who have not completed six months of their principal course on their current student visa may require a release letter, as required by the Education Services for Overseas Students (ESOS) Act 2000. Please ensure you provide such documents, if required, at time of payment and CoE request. Please consult your education agent or the College if you require further information.

Please note that you are required to maintain Overseas Student Health Cover (OSHC) for the duration of your student visa. Please refer to the pre-enrolment information located on our website regarding the College’s preferred health care provider for OSHC.

Please visit the DIBP website link http://www.border.gov.au/Trav/Stud for information regarding student visa requirements and your obligations as a student visa holder during your studies in Australia.
Magill College provides Corporate Training for employers to train their company to provide Professional Development Training and/or to satisfy Training Benchmark B requirements. Serving each and every one of our clients’ needs are our absolute priority, ensuring that we exceed the expectations of every client whom we serve. We deliver the following exclusive services to our clients:

Magill College provides the flexibility of where the business wishes to be trained. We are able to offer Corporate Training in our own fully-equipped classrooms within our college, or we will drive or fly out to your company, anywhere within Australia.

At Magill College Sydney, we understand that providing excellent flexibility for our clients are essential to administer a high level of customer service. We also understand that businesses cannot run when the employees are being trained, which may cause businesses to stop during those days of training. That is why we ask you as the client what time and day you would like, including weekends!

You choose how to be trained! Magill College purely tailors each Corporate Training to suit your business, meaning that we will apply our courses based on what type of business you are and how you manage the business.
Corporate Training Delivered by Fully Accredited RTO (Training Benchmark B)

- **Quality Customer Service**: Increase your sales by improving customer service.
- **Workplace Safety**: An essential course for any business.
- **Continuous Improvement**: Equip your managers with skills and knowledge required to lead and manage continuous improvement.
- **People Performance**: Provide your managers with the right tools to manage the performance of your staff.
- **Diversity in the Workplace**: Increase diversity awareness and sensitivity in your business.
- **Operational Plan**: Improve how your business operates.
- **Marketing Plan**: If you want your business to grow, you will need a strategic direction and a plan to get there.
- **Communication in the Workplace**: Develop effective interpersonal, written skills and the use of technology in the workplace.
- **Manage Risk**: Help your staff understand the importance of risk management and equip them with the right skills.

**Flexible Delivery - Any Time, Any Place**

Don’t waste your time sending out your employees. Name the time and place, we will come to you.

**Customised Courses to Suit Your Business**

All courses will be adjusted to maximise the outcome. Guaranteed to meet every budget.
Graduation Picture Ceremonies

Upon graduation, students can partake in a free photo shoot. The photos are a great way to show family and friends the success of studying in Sydney. Magill College holds graduation ceremonies at special events, as seen on the next page.

Events Parties

Various events occur throughout the year at Magill College such as Harmony Day and Christmas parties. We provide food, drinks and competitions to win Prizes! There will be opportunities to have photos taken with your friends. To find out about upcoming events, visit our website or Facebook page.
1. Certificate III in Business

BSB30115 Certificate III in Business (CRICOS Course Code: 086816D)

Course Duration:
40 weeks (9 months) with 20 contact hours per week including 10 weeks approved holiday period.

<table>
<thead>
<tr>
<th>Course Fee</th>
<th>Enrolment Fee (non-refundable)</th>
<th>Material Fee (incl. study materials)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AU $4,800.00</td>
<td>AU $200.00</td>
<td>AU $100.00</td>
</tr>
</tbody>
</table>

Please note Magill College Sydney reserves the right to change fees without prior notice. Please contact the College prior to enrolling to confirm the current cost and fee structure.

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.

Learning and Career Pathways Information:
Preferred pathways for students into this qualification may include a number of entry points, including:
- 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.

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.
Qualification Packaging Rules:
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.
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.

<table>
<thead>
<tr>
<th>Core Unit</th>
<th>Elective Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBWH302</td>
<td>Apply knowledge of WHS legislation in the workplace</td>
</tr>
<tr>
<td>BSBFIA301</td>
<td>Maintain financial records</td>
</tr>
<tr>
<td>BSBDIV301</td>
<td>Work effectively with diversity</td>
</tr>
<tr>
<td>BSBITU309</td>
<td>Produce desktop published documents</td>
</tr>
<tr>
<td>BSBITU304</td>
<td>Produce spreadsheets</td>
</tr>
<tr>
<td>BSBKITU302</td>
<td>Create electronic presentations</td>
</tr>
<tr>
<td>BSBKITU303</td>
<td>Design and produce text documents</td>
</tr>
<tr>
<td>BSBKITU301</td>
<td>Create and use database</td>
</tr>
<tr>
<td>BSBFLM303</td>
<td>Contribute to effective workplace relationship</td>
</tr>
<tr>
<td>BSBCE301</td>
<td>Process customer complaints</td>
</tr>
<tr>
<td>BSBWOR301</td>
<td>Organise personal work priorities and development</td>
</tr>
<tr>
<td>BSBCCUS301</td>
<td>Deliver and monitor a service to customers</td>
</tr>
</tbody>
</table>

Vocational Outcome
This course is designed for:
- 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.

Further information regarding BSB07 - Business Services Training Package can be accessed at: www.training.gov.au
2. Certificate IV in Business

BSB40215 Certificate VI in Business (CRICOS Course Code: 086897J)

Course Duration:
40 weeks (9 months) with 20 contact hours per week including 10 weeks approved holiday period.

<table>
<thead>
<tr>
<th>Course Fee</th>
<th>Enrolment Fee (non-refundable)</th>
<th>Material Fee (incl. study materials)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AU $4,800.00</td>
<td>AU $200.00</td>
<td>AU $100.00</td>
</tr>
</tbody>
</table>

Please note Magill College Sydney reserves the right to change fees without prior notice. Please contact the College prior to enrolling to confirm the current cost and fee structure.

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.)

Learning and Career Pathways Information:
Preferred pathways for students into this qualification may include a number of entry points, including:
- BSB30115 Certificate III 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.

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.
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.

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.

<table>
<thead>
<tr>
<th>Core Unit</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBWHS401</td>
<td>Implement and monitor WHS policies, procedures and programs to meet legislative requirements</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCUS401</td>
<td>Coordinate implementation of customer service strategies</td>
</tr>
<tr>
<td>BSBMKG414</td>
<td>Undertake marketing activities</td>
</tr>
<tr>
<td>BSBFIA402</td>
<td>Report on financial activity</td>
</tr>
<tr>
<td>BSBFIA401</td>
<td>Prepare financial reports</td>
</tr>
<tr>
<td>BSBMKG413</td>
<td>Promote products and services</td>
</tr>
<tr>
<td>BSBITU404</td>
<td>Produce complex desktop published documents</td>
</tr>
<tr>
<td>BSBITU401</td>
<td>Design and develop complex text documents</td>
</tr>
<tr>
<td>BSBITU402</td>
<td>Develop and use complex spreadsheets</td>
</tr>
<tr>
<td>BSBCCM401</td>
<td>Make a presentation</td>
</tr>
</tbody>
</table>

Vocational Outcome

This course is designed for:

- 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.

Further information regarding BSB – Business Services Training Package can be accessed at: www.training.gov.au
3. Diploma of Business

BSB50215 Diploma of Business (CRICOS Course Code: 091160G)

Course Duration:
52 weeks (12 months) with 20 contact hours per week, including 12 weeks approved holiday period.

<table>
<thead>
<tr>
<th>Course Fee</th>
<th>Enrolment Fee (non-refundable)</th>
<th>Material Fee (incl. study materials)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AU $6,400.00</td>
<td>AU $200.00</td>
<td>AU $100.00</td>
</tr>
</tbody>
</table>

Please note Magill College Sydney reserves the right to change fees without prior notice. Please contact the College prior to enrolling to confirm the current cost and fee structure.

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)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBADM504</td>
<td>Plan and implement administrative systems</td>
</tr>
<tr>
<td>BSBADM506</td>
<td>Manage business document design and development</td>
</tr>
<tr>
<td>BSBHRM506</td>
<td>Manage recruitment, selection and induction processes</td>
</tr>
<tr>
<td>BSSBWOR501</td>
<td>Manage personal work priorities and professional development</td>
</tr>
<tr>
<td>BSBPMG522</td>
<td>Undertake project work</td>
</tr>
<tr>
<td>BSBRSK501</td>
<td>Manage risk</td>
</tr>
</tbody>
</table>

### Elective Units (Other Group)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBMGT502</td>
<td>Manage people performance</td>
</tr>
<tr>
<td>BSBMGT517</td>
<td>Manage operational plan</td>
</tr>
</tbody>
</table>

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
4. Advanced Diploma of Business

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

Course Duration:
52 weeks (12 months) with 20 contact hours per week, including 12 weeks approved holiday period.

<table>
<thead>
<tr>
<th>Course Fee</th>
<th>Enrolment Fee (non-refundable)</th>
<th>Material Fee (incl. study materials)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AU $6,400.00</td>
<td>AU $200.00</td>
<td>AU $100.00</td>
</tr>
</tbody>
</table>

Please note Magill College Sydney reserves the right to change fees without prior notice. Please contact the College prior to enrolling to confirm the current cost and fee structure.

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.

<table>
<thead>
<tr>
<th>Elective Units (Group B, Group D &amp; Group C)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBINN601 Lead and manage organisational change</td>
</tr>
<tr>
<td>BSBUS501 Develop workplace policy and procedures for sustainability</td>
</tr>
<tr>
<td>BSBFIN601 Manage finances</td>
</tr>
<tr>
<td>BSBMKG608 Develop organisational marketing objectives</td>
</tr>
<tr>
<td>BSBMKG603 Manage the marketing process BSBMKG609 Develop a marketing plan</td>
</tr>
<tr>
<td>BSBMKG609 Develop a marketing plan</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elective Units (Other Group)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBMGT617 Develop and implement a business plan</td>
</tr>
<tr>
<td>BSBMGT608 Manage innovation and continuous improvement</td>
</tr>
</tbody>
</table>

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