

COURSE FACT SHEET

BSB60215 Advanced Diploma of Business (International Students)

CRICOS Course Code: 090862G

Global Business College of Australia:

We are a vocational education and training provider committed to improving students' practical application abilities and skills, by providing students with high quality international education services to better prepare them for the workforce.

GBCA Values: Innovative Minds, Caring Hearts, Global Skills

Course Description:

This course is designed for domestic and overseas students who are planning to work within business settings at the senior operational level: business analysis, business unit leader, department manager. This qualification reflects the role of individuals with significant experience in a senior administrative role who are seeking to develop expertise across a wider range of business functions.

Course duration: 52 weeks (including catch up class, reassessment and holidays)

Schedule: 20 contact hours per week

Delivery mode: Face to face training

Campus location and delivery site: 337-339 La Trobe Street, Melbourne 3000 VIC

Entry requirements:

Applicants must satisfy all requirements as below:

Age requirements: GBCA has a requirement that students enrol into this course must be at least 18 years of age.

Academic requirements:

To gain entry to this qualification, students (local and overseas) will need to have completed the Diploma of Business or any other Diploma level qualification or higher OR be a mature age learner with at least three plus years of relevant work experience in the business operational field.

Language requirements:

- Minimum of IELTS 5.5 (no band less than 5) or equivalent OR
- Achieved a Satisfactorily Pass in the Australian Year 12 English subject OR
- Satisfactory outcome for Internal English placement, OR
- Successfully complete the GBCA English course/s to meet the English requirements of the intended course

Material requirement:

Students are required to bring their own laptop with Microsoft Office 2007 or a later version installed for face to face classes.

Course Structure:

Unit Code	Unit Name
BSBHRM602	Manage human resources strategic planning
BSBINM601	Manage knowledge and information
BSBINN601	Lead and manage organisational change
BSBMKG609	Develop a marketing plan
BSBFIM601	Manage finances
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBMGT617	Develop and implement a business plan
BSBMKG512	Forecast international market and business needs

Assessment methods:

A variety of assessment methods will be used throughout the course, including: Observation of students performing role playing, Portfolio of Work, Written report, Observation of Presentation, Analysis of case study/Response to simulated work scenario or Written questioning

Tuition and Non-Tuition fees: Please refer to the Fee Schedule.

GBCA is responsible for providing compliant training and assessment, and issuing of the AQF certification documentation for qualifications detailed in its scope of registration on the National Training Register (training.gov.au).

Student Support:

GBCA is committed to providing students with a rewarding study and learning experience. GBCA has a range of support services in place to assist students in successfully completing their qualification, balancing their study and life schedules and addressing their concerns. Support services include learning support, mentor support, soft skills workshops, library services, counselling services and IT support.

1. Language, Literacy and Numeracy (LLN):
All students are required to complete the LLN test on the orientation day. GBCA will provide LLN supports to students who have any skill/s in their spiky profile that is lower than the spiky profile of the intended course.
2. Learning Support

The teaching staff of GBCA are available to assist students in need with their studying and homework. This support may vary depending on identified needs. Students are encouraged to talk to their trainer when assistance is required to ensure satisfying academic performance.

Students who require additional assistance can schedule appointments with their trainer. There will be support available to assist students in meeting their course requirements and maintaining attendance, such as:

- Additional individual or group tutorial/academic guidance
- Soft Skills Workshops (see below)
- Counselling Services (see below)

3. Soft Skills Workshops

GBCA offers a range of workshops to improve students' soft skills, which may include but not limited to:

- Time Management
- Communication Skills
- Problem Solving Skills
- Presentation Techniques
- Writing Skills

4. Library Corner

The library corner provides a supportive learning environment for your study and consists of range of accounting and business related books. Computers with access to internet, MS office and MYOB Educational Edition installed are available as well as printing, photocopying and scanning.

5. Counselling Services

Staff at GBCA are available to provide confidential counselling services. International students may seek advice assistance with matters such as cross-cultural issues or adjusting to life in Australia. We are committed to ensure that every student has a positive experience while studying at GBCA.

6. IT Support

GBCA IT Support Officer will assist students with any computer related issues such as problems with connecting to the wireless network, setting up software or login.

All support services provided by the GBCA are FREE of charge to students. If special or intensive assistance is required, the student will be referred to an appropriate external service. GBCA will not charge any reference fee however any cost associated with the external service will be at students' own expense. The student support officer will provide assistance to students if necessary when attempting to contact external services.

Facilities and resources available to students:

- Classroom
- Whiteboards
- Printers
- Student lounge
- Kitchen
- Bathrooms (including disabled toilet)
- Library corner with a variety of books
- Wi-Fi network

Overseas Student Health Cover:

Students are required to purchase Overseas Student Health Cover (OSHC) prior to commencing studies at GBCA.

There are various Overseas Student Health Cover (OSHC) providers and a comparison of the prices could be found on the website: <https://oshcaustralia.com.au/en>

Course enquiries:

If you have any enquiries, please contact: admissions@gbca.edu.au

Student support service contact:

Student Support Officer

E: Studentsupport@gbca.edu.au

T: 9041 3050

This factsheet should be read in conjunction with our Student Handbook and website www.gbca.edu.au.

