



**Australian College of Vocational Studies**  
(RTO 90857) (CRICOS Provider 02474E)

Level 1, 29, Cooper St, Surry Hills, NSW 2010 Phone No: (02)-9280 4338  
Email: [info@acvs.com.au](mailto:info@acvs.com.au) Website: [www.acvs.com.au](http://www.acvs.com.au)

## Course Outline

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<b>Name of Training Package:</b>	Business Services
<b>NTIS Code of Training Package:</b>	BSB07
<b>Name of Qualification:</b>	Certificate II in Business
<b>NTIS Code of Qualification:</b>	BSB20107
<b>CRICOS Course Code:</b>	067203B

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### **Purpose of the Course:**

This qualification is designed to provide the practical skills necessary to perform a range of routine tasks whilst under direct supervision. It is for those people wishing to enter the workforce and includes competencies in following OH&S processes, working and communicating effectively; handling mail; using computers to produce word processed documents and spreadsheets.

### **Entry Requirements:**

Entry requirements for this course are outlined below:

#### **Domestic Students**

Pre-requisites for entry into this course are:

- Students must be over 18 years of age,
- Students must have a completed Year 10 or the interstate equivalent

#### **International Students**

Pre-requisites for entry into this course are:

- Students must be over 18 years of age,
- Students must have completed an overseas equivalent of Year 12
- Students must have either an IELTS score of 5.5 or above or a TOEFL score of 550 or above and must provide documentation to that effect.

### **Target Group:**

This qualification is designed for those wishing to gain an entry level business qualification.

### **Pathways:**

This qualification may provide a pathway to Certificate III in Business Administration.

### **Vocational Outcomes:**

Career possibilities may include: Clerical Worker, Administration Assistant, Receptionist, Data Entry Operator and Information Desk Clerk

**Nominal Duration:**

340 hours of tuition.

**Delivery Locations:**

Level 6, 136 Chalmers Street Surry Hills  
55 High Street, Harris Park

**Fees:**

Tuition Fee: \$2,200  
Material Fees: \$300  
Enrolment Fees: \$250  
Total Fees: \$2,750

Note: Some fees are non-refundable and fees may change without notice. See the enrolment form for fee refund policy details of refund arrangements and conditions and please check out website or contact the college prior to enrolment to ensure fees are correct.

**Delivery Strategy:**

This program is delivered totally within an institution-based environment. This mode of delivery will combine theory-based material and practical sessions involving small discussion groups, individual and team activities and practical projects.

Throughout the entire training program participants will be provided with training and resource materials that contains various worksheets, handouts, additional reading materials (where required) and the assessment tasks.

These materials will be sourced from a variety of commercial providers such as Australian Training Products Limited, SmallPRINT Australia and will also be developed in-house if no commercial materials are available.

**Assessment Strategy:**

Evidence is the term used to describe the information used to gain competency in each section of the course. It can be gathered in a variety of ways and the Trainer/Assessor will use a combination of these methods throughout and at the conclusion of the learning program.

In some situations the trainer/assessor will have number of different types of assessment activities to choose from and will be required to conduct a minimum of three assessments to judge competency in certain units. Due to the nature of some units the number of assessment required will vary and the trainer/assessor will inform the students of the number being undertaken.

The assessment matrix identifies the type of evidence that will be collected to enable judgments to be made about student's success in units of competency.

Assessments are conducted at various points though out a unit. It is at the discretion of the trainer/assessor as when these occur. This decision is based upon when an agreement is reach between both the trainer/assessor and the individual student.

**Assessment Outcome:**

Students will be marked either Competent (C) or Not yet Competent (NYC) for each unit of competency.

**Customisation:**

This program has been designed to provide the best outcome for those seeking this qualification and to enable them to work in a variety of business environments.

The program and its learning and assessment materials maybe subject to customization to suit the needs of individual clients where these needs have been identified.

This customisation will occur on a case by case basis and will be conducted in consultation with the relevant individual

**Recognition of Prior Learning:**

Have you worked or studied in this field before? RPL allows you the opportunity to be recognised for skills, experience and study that you may have already attained. To gain RPL you will need to contact the college for our RPL kit which will guide you through the process of presenting your evidence to us. RPL will only be granted before the start of the course, or within the first two weeks of starting of the course.

RPL can be applied for by overseas students with the following conditions:

- You are still required to attend full-time study
- The duration of the course is reduced affecting your Confirmation of Enrolment with DIAC (Department of Immigration and Citizenship)

There is a fee for the RPL service which is detailed in the RPL kit

**Qualification Awarded:**

At the successful completion of this course the participant will receive a Certificate II in Business BSB20107. Those students who do not complete this course or who are deemed not yet competent in any units will still receive a Statement of Attainment for those units they have completed.

**Course Structure:**

BSBOHS201A	Participate in OHS processes
BSBCUS201A	Deliver a service to customers
BSBINM201A	Process and maintain workplace information
BSBINM202A	Handle mail
BSBITU201A	Produce simple word processed documents
BSBITU202A	Create and use spreadsheets
BSBCMM201A	Communicate in the workplace
BSBWOR202A	Organise and complete daily work activities
BSBWOR203A	Work effectively with others
BSBWOR204A	Use business technology
BSBITU101A	Operate a personal computer
BSBIND201A	Work effectively in a business environment



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## Course Outline

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<b>Name of Training Package:</b>	Business Services
<b>NTIS Code of Training Package:</b>	BSB07
<b>Name of Qualification:</b>	Diploma of Business Administration
<b>NTIS Code of Qualification:</b>	BSB50407
<b>CRICOS Course Code:</b>	067204A

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### Purpose of the Course:

This course is for people who want to develop advanced office skills that will equip them for administrative roles at middle-management levels. They will attain a range of specialist, technical or management competencies to plan, carry out and evaluate the work of a team. Competencies developed include managing payroll, managing meetings, plan and manage conferences and plan or review administration.

### Entry Requirements:

Entry requirements for this course are outlined below:

#### Domestic Students

- Students must be over 18 years of age,
- Students must have a completed Year 10 or the interstate equivalent

#### International Students

- Students must be over 18 years of age,
- Students must have completed an overseas equivalent of Year 12
- Students must have either an IELTS score of 5.5 or above or a TOEFL score of 550 or above and must provide documentation to that effect.

### Target Group:

This course has been designed for students wishing to progress into a career in senior management responsibilities.

### Pathways:

This qualification may provide a pathway to the Advanced Diploma of Management or the Advanced Diploma of Tourism.

### Vocational Outcomes:

Career possibilities may include: Administration Officer, Accounts Supervisor, Executive Personal Assistant, Office Administrator or Project Assistant

**Nominal Duration:**

Total duration of the course is 20 hours per week for 26 weeks including breaks. This course is only offered as a full-time and is not offered part-time or by distance education.

**Delivery Locations:**

Level 6, 136 Chalmers Street Surry Hills  
55 High Street, Harris Park

**Fees:**

Tuition Fee: \$3,500

Material Fees: \$300

Enrolment Fees: \$250

Total Fees: \$4,050

Note: Some fees are non-refundable and fees may change without notice. See the enrolment form for fee refund policy details of refund arrangements and conditions and please check out website or contact the college prior to enrolment to ensure fees are correct.

**Delivery Strategy:**

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Throughout the entire training program participants will be provided with training and resource materials that contains various worksheets, handouts, additional reading materials (where required) and the assessment tasks.

These materials will be sourced from a variety of commercial providers such as Australian Training Products Limited, SmallPRINT Australia and will also be developed in-house if no commercial materials are available.

**Assessment Strategy:**

Evidence is the term used to describe the information used to gain competency in each section of the course. It can be gathered in a variety of ways and the Trainer/Assessor will use a combination of these methods throughout and at the conclusion of the learning program.

In some situations the trainer/assessor will have number of different types of assessment activities to choose from and will be required to conduct a minimum of three assessments to judge competency in certain units. Due to the nature of some units the number of assessment required will vary and the trainer/assessor will inform the students of the number being undertaken.

The assessment matrix identifies the type of evidence that will be collected to enable judgments to be made about student's success in units of competency.

Assessments are conducted at various points though out a unit. It is at the discretion of the trainer/assessor as when these occur. This decision is based upon when an agreement is reach between both the trainer/assessor and the individual student.

**Assessment Outcome:**

Students will be marked either Competent (C) or Not yet Competent (NYC) for each unit of competency.

**Customisation:**

This program has been designed to provide the best outcome for those seeking this qualification and to enable them to work in a variety of business environments.

The program and its learning and assessment materials may be subject to customization to suit the needs of individual clients where these needs have been identified.

This customisation will occur on a case by case basis and will be conducted in consultation with the relevant individual

**Recognition of Prior Learning:**

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**Qualification Awarded:**

At the successful completion of this course the participant will receive a Diploma of Business Administration BSB50407. Those students who do not complete this course or who are deemed not yet competent in any units will still receive a Statement of Attainment for those units they have completed.

**Course Structure:**

BSBADM502B	Manage meetings
BSBADM503B	Plan and manage conferences
BSBADM506B	Manage business document design and development
BSBFIM502A	Manage payroll
BSBMGT502B	Manage people performance
BSBADM504B	Plan or review administration systems
BSBHRM506A	Manage recruitment selection and induction processes
BSBITB501A	Establish & maintain a workgroup computer network



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<b>NTIS Code of Training Package:</b>	BSB07
<b>Name of Qualification:</b>	Advanced Diploma of Business
<b>NTIS Code of Qualification:</b>	BSB60207
<b>CRICOS Course Code:</b>	067205M

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#### **Purpose of the Course:**

This course has been designed to reflect the role of individuals with significant expertise in either specialised or broad areas of skills and knowledge and who are seeking further developed expertise across a range of business functions.

This qualification is also suited to the needs of individuals who possess significant theoretical business skills and knowledge that they would like to further develop in order to create further educational or employment opportunities.

#### **Entry Requirements:**

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- Students must have either an IELTS score of 5.5 or above or a TOEFL score of 550 or above and must provide documentation to that effect.

#### **Target Group:**

This course has been designed for students wishing to progress into a career in senior management responsibilities.

#### **Pathways:**

This qualification may provide a pathway to the high education qualifications in University.

#### **Vocational Outcomes:**

Career possibilities may include: Senior Administrator, Senior Executive or Executive Officer

**Nominal Duration:**

Total duration of the course is 20 hours per week for 26 weeks including breaks. This course is only offered as a full-time and is not offered part-time or by distance education.

**Delivery Locations:**

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55 High Street, Harris Park

**Fees:**

Tuition Fee: \$3,500

Material Fees: \$300

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Total Fees: \$4,050

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**Qualification Awarded:**

At the successful completion of this course the participant will receive a Advanced Diploma of Business BSB60207. Those students who do not complete this course or who are deemed not yet competent in any units will still receive a Statement of Attainment for those units they have completed.

**Course Structure:**

BSBINN601A	Manage organisational change
BSBMGT605A	Provide leadership across the organisation
BSBMGT608A	Manage innovation and continuous improvement
BSBMGT616A	Develop and implement strategic plans
BSBFIM601A	Manage finances
BSBRISK501A	Manage risk
SIRXHRM001A	Administer human resources policy
SIRXOHS001A	Provide a safe working environment