

Program Description:

The course focuses on developing your organizational and teamwork skills, managing performance, professional development and environmental performance, preparing budgets, and providing leadership across the organization.

It is practically orientated, providing working knowledge of the general administrative skills required in every office environment. Course is designed for students who want to further their study into the Bachelor of Business.

Students, High School leavers can access the program to gain skill in the Business Environment. They may further their study in vocational education or seek work in the field.



Entry Requirements:

Completed year 10 or have a job in the vocation. International students may enter the course with 5.5 IELTS score or the completion of Diploma in Business.

English support classes are available.

Program Resources:

Students will be supplied with textbooks, course material, stationery, and other items needed for the course.

Employment opportunities:

Business Development Manager, Contract Administration Officer, Executive Officer, Financial Assistant, Finance Officer, General Manager, Human Resources Officer, Operations Manager and Sales

Learning pathways:

On successful completion of this course, graduates may consider further study at a higher tertiary level within the vocational education and training sector or the university sector.

Students may access university programs on completion.

Recognition of Prior Learning:

Provides students an opportunity to have their current skills and competencies recognized. These skills and competencies may relate to units you are about to commence and as a result can exempt you from studying these units. However, there is a cost related to obtaining Recognition of Prior Learning. The process requires students to gather evidence confirming their competency. A content specialist will advise you in this task. Enquire if you think you qualify.

If the education provider grants an overseas student RPL, it may impact on student visa conditions through a shortening of the student's course.

Learning Program -

Your course is delivered in subject format:

– This enables you to gain cross credit from university – thus giving enabling you to start 2nd year university.

- Marketing ,
- Management,
- Accounting,
- Human Resource Management,
- Economics,
- Business Law,
- Business Information Analysis and

Next Level of InTech Study:

Graduate Certificate of Business or the Bachelor of Business Study at university.

Students will be able to apply for credit at university on completion of this course.

Local Information on Brisbane:

For the up to date information on life in Brisbane , Australia visit the www.ourbrisbane.com website



Delivery Method:

Delivery is a combination classroom delivery, assignments and industry assessment. Competencies will be assessed by a theory test, practical skills and projects. Course is delivered onsite at our Brisbane Campus which includes: Classrooms.

Tuition fees; \$10 000.00, Inclusive of: Course resources such as materials, textbooks, learning guides, initial stationery.

Note course fee may vary from time to time

Duration: 29 Weeks

Start Dates:

Continuous Enrolment

Enrolment Process:

Enquire at InTech for a general student handbook, course profile, entry conditions, classroom place availability and fee arrangement on:
28 Russell Street, South Brisbane,
Queensland, Australia

Tel: +61 7 3846 7774

Fax: +61 7 3844 7747

Email: admin@intech.edu.au

Web: www.intech.edu.au

Please refer to InTech website for latest version of Policies and Procedures that affect your enrolment:

Web: www.intech.edu.au

International Students

There are specific requirements for international students. Please refer to the InTech website under international students for information regarding:

- Conditions of enrolment
- Visa process
- Refund Policy
- Protection of prepaid fees
- Complaints and appeals
- Student handbook
- And other critical information

Should you have any specific information, please do not hesitate to contact us via email at admin@intech.edu.au

For further info on ESOS please refer to:
<http://aei.dest.gov.au/AEI/ESOS/QuickInfo/default.htm>

Every international student is required to attend the International Student Orientation where you will be provided with information about attendance and academic performance requirements as per The National Code 2007.

Assistance is available from Student Services in a range of areas including:

- Assistance with writing assignments, exam preparation, time management and general study skills
 - Personal counselling from trained and qualified counsellors
 - Career counselling offers prospective and enrolled students advice on a career pathway. Career testing is also available, providing students with guidance on a career path that may suit them.
- Student Services also offers disability support, indigenous students support and international student support.

Other Policies that you should be aware of:

- Refund Policy,
- Grievance and Appeals,
- Critical Incidents, Attendance and course
- Course Progress Policy
- Special Requirements if you are under 18
- Transfer between Registered Providers
- Completion of your course on time
- Deferring, suspending or cancelling enrolment
- Course Cross credit
- Formalization of enrolment
- Attendance Policy
- Complaints and Appeals

Documents you require for enrolment:

1. Passport
2. Valid Study Visa
3. School Records – last study
4. English Level of attainment
5. Fill in an InTech Enrolment form
6. Get an Offer
7. Accept the Offer
8. Pay enrolment fees
9. Get a COE
10. Update DIAC with new COE

Units of Competence

Your course is delivered in format of a subject format.

Subject's areas are: Communication, Finance, Marketing, and Management, Fundamentals of IT, Economics, Human Resource Management, Business Law, and Project Management.

Compulsory Units to be studied by all students – this is a requirement of your qualification

1. BSBINN601A Manage Organizational change
2. BSBMGT605B Provide leadership across the organization
3. BSBMGT616A Develop and implement strategic plans
4. BSBMGT609A Manage Risk
5. BSBMGT617A Develop and Implement Business Plans
6. BSBMKG609A Develop a Marketing Plan
7. BSBFM601A Manage Finance
8. BSBMGT608B Manage innovation and continuous improvement

The following Supporting Units are NOT compulsory – however you are required to have knowledge of these areas if you are going on to consider further study at university:

1. Business Law: Provides all the components for Australian LAW
2. Fundamentals of IT: Underpinning Skills to use macros and data bases in Spreadsheets and Database systems
3. Communication in the Business world.
4. Accounting Software – MYOB