

### **Program Description:**

The course focuses on developing your organisational and teamwork skills, managing performance, professional development and environmental performance, preparing budgets, and providing leadership across the organization. You may specialize in one of many disciplines ie. Marketing , Management, Finance, HR or Economics

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 Advanced Diploma or 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.

International Students can build a career in the Business industry. International candidates who qualifications mat seek to have their qualifications evaluated.



### **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 Certificate 4 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:**

Graduates will have acquired the skills to secure employment in a variety of office-related positions in small, medium or large businesses as an administrative assistant or personal assistant

### **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.

Students may access university programs on completion.

### **Recognition of Prior Learning:**

Provides students an opportunity to have their current skills and competencies recognised. 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

### **Units of Competency**

Your course is delivered in subjects format 8 -10 subjects from the following list: Number depend on which university you may continue your study.

Subjects areas are: Communication, Finance, Marketing, Management, Fundamentals of IT, Economics, Human Resource Management, Accounting for Decision Makers, Business Law, Project Management, EBusiness

BSBWOR502A Ensure team effectiveness

BSBRSK501A Manage risk

BSBPMG510A Manage projects

BSBOHS509A Ensure a safe workplace

BSBMGT502B Manage people performance

BSBFIM501A Manage budgets and financial plans

BSBHRM402A Recruit, select and induct staff

BSBCUS501A Manage quality customer service

### **Local Information on Brisbane:**

[www.ourbrisbane.com](http://www.ourbrisbane.com)

### **Delivery Method:**

This course is delivered for a minimum of 20 hours per week over 52 weeks, including 5 week holiday. 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, Inclusive of:**

Course resources such as materials, textbooks, learning guides, initial stationery.

Note course fee may vary from time to time

### **Start Dates:**

Continuous Enrollment

### **Enrollment 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](mailto:admin@intech.edu.au)

Web: [www.intech.edu.au](http://www.intech.edu.au)

**Please refer to Intech website for latest version of Policies and Procedures that affect your enrollment:**

Web: [www.intech.edu.au](http://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:

- 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

**For further info on ESOS please refer to:**

<http://aei.dest.gov.au/AEI/ESOS/QuickInfo/default.htm>

if you are using an agent make sure the agent has a valid agreement with Intech to offer you the course. Please email us or call for information on agents.