

### Program Description:

This course is recognised under the Australian Qualifications Framework (AQTF). Program code BSB40207.

This course equips graduates with the essential office skills for a role in an office environment, performing a range of operational and administrative duties.

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 Diploma, 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.

Business industry.

International Students can build a career in the

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 formal English Study.

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 in the Diploma of Management.

### **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 - Units of Competency**

Your course is delivered in subject format - following list:

Use Business Technology  
Administer Basic Business Management  
Promote Products and Services  
Implement Customer Services  
Work in Teams  
Organize Meetings

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

For the up to date information on life in Brisbane, Australia visit the [www.ourbrisbane.com](http://www.ourbrisbane.com) website

### **Delivery Method:**

Delivery is a combination of 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; \$5800.00**

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

### **Course Duration:**

25 Weeks

### **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](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 enrolment:

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:

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

Should require any specific information, please do not hesitate to contact us via email at [admin@intech.edu.au](mailto:admin@intech.edu.au)

For further info on ESOS please refer to: <http://www.aei.gov.au> and click on ESOS Framework

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.

## Units to be Studied

- BSBOHS407A Monitor A safe Workplace
- BSBADM405B Organise meetings
- BSBINN301A Promote innovation in a team environment
- BSBCMM401A Make a Presentation
- BSBITU401A Design and Develop Complex Text Document
- BSBITU402A Design and Use a Complex Spreadsheet
- BSBLED401 Develop Teams and Individuals
- BSBMKG413A Promote Products and Services
- BSBRES401A Analyse and Present Research Information
- BSBWRT401A Write Complex Documents

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