DIPLOMA OF MANAGEMENT

National Course Code: BSB51107

CRICOS Code: 071101G (For Student Visa Students)

Course Profile

Duration 36 Weeks Tuition + 16 Weeks holiday = 52 weeks total
Qualification Diploma of Management (AQF Level V)
Training Package Business Services BSB07
Vocational Area Management and Commerce
Study Type Student Visa Full Time (20 Hours Per Week for 36 weeks)
Delivery Location Level 3, 88-90 King William Street, Adelaide, South Australia 5000

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit of Competency Name</th>
<th>Mode</th>
<th>Tuition Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBMGT515A</td>
<td>Manage operational plan</td>
<td>Group A Elective</td>
<td>100</td>
</tr>
<tr>
<td>or BSBMGT516C</td>
<td>Facilitate continuous improvement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BSBFIM501A</td>
<td>Manage budgets and financial plans</td>
<td>Group A Elective</td>
<td>100</td>
</tr>
<tr>
<td>BSBMGT502B</td>
<td>Manage people performance</td>
<td>Group A Elective</td>
<td>80</td>
</tr>
<tr>
<td>BSBWHS501A</td>
<td>Ensure a safe workplace</td>
<td>Group A Elective</td>
<td>100</td>
</tr>
<tr>
<td>BSBWOR502B</td>
<td>Ensure team effectiveness</td>
<td>Group A Elective</td>
<td>80</td>
</tr>
<tr>
<td>BSBHRM402A</td>
<td>Recruit, select and induct staff</td>
<td>Group B Elective</td>
<td>100</td>
</tr>
<tr>
<td>or BSBHRM504A</td>
<td>Manage workforce planning</td>
<td></td>
<td></td>
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<tr>
<td>BSBSUS501A</td>
<td>Develop workplace policy and procedures for sustainability</td>
<td>Group B Elective</td>
<td>80</td>
</tr>
<tr>
<td>BSBMKG501B</td>
<td>Identify and evaluate marketing opportunities</td>
<td>Imported Elective</td>
<td>80</td>
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</tbody>
</table>

720

Course Structure

Entry Requirements
1 Satisfactory completion of primary and secondary education of approximately 12 years duration
2 18 years of age or older
3 English language proficiency of IELTS 5.5, TOEFL 46, PTE Academic 42 or equivalent

This course is accredited by the Australian Skills Quality Authority (ASQA) and is compliant with the Australian Qualification Framework.
### Duration
720 Hours Training i.e. (52 weeks Total Duration with holiday breaks) at 20 Hours per study week

### Tuition Fee
AUD $8,100.00 (Tuition Only)  
Indicative

### Enrolment Fee
AUD $500 (+OSHC for International Students)  
Payment upon registration  
Indicative

### Materials Fee
AUD $500  
Covering the purchase of all required text books and reference material. Payment upon registration.  
Compulsory

### Non fee requirement
Students must purchase prior to start the course: one (1) USB storage device of at least 2GB  
Compulsory

### Tuition Fee Payment
In Advance by negotiated agreement. Normally 4-5 instalments after enrolment.

### Protection of fees paid in advance
Student fees paid in advance are protected through the establishment and maintenance of ACPET membership and through the OSTAS and ESOS Assurance fund. Also through the establishment and maintenance of a separate holding account for student fees paid in advance – Overseas Student Account

### Overseas Student Health Cover
As an International Student, it is a condition of your student visa that you have Overseas Student Health Cover (OSHC) for the entire duration of your stay in Australia. OSHC gives you access to out of hospital and in hospital medical services to help you maintain your health. (Fees may be subject to change)

Do you need Adelaide College of Technical Education to arrange this for you?

<table>
<thead>
<tr>
<th>Period</th>
<th>Single Person</th>
<th>Family (2 adults &amp; 2 children)</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 months</td>
<td>$560.00</td>
<td>$1,120.00</td>
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<tr>
<td>26 months</td>
<td>$1,070.00</td>
<td>$2,080.00</td>
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<tr>
<td>38 months</td>
<td>$1,520.00</td>
<td>$3,040.00</td>
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<tr>
<td>50 months</td>
<td>$2,000.00</td>
<td>$4,000.00</td>
</tr>
</tbody>
</table>

| Yes ☐       | No ☐           | OSHC quoted prices July 2012 – Medibank Private |

Overseas students pay 15% of the cost of a visit to the local doctor and if you are in a public hospital you do not have to pay at all. However, you may have to pay more to see a specialist or if you are staying in a private hospital. When you get a bill or a receipt for a medical service, take it to the Medibank Private office, together with your medical card and apply for a refund. Normally you have to pay for medicine at the pharmacy. This expense is not usually refunded. Please note: Medibank Private does not cover medication. If you are hurt in an accident or need urgent medical attention in an emergency go to the Emergency Department of a hospital.

### Recognition of Prior Learning (RPL)
- is the formal recognition of the skills and knowledge a person has regardless of how or where these skills may have been attained, that is, through formal or informal training work experience, (paid and unpaid) voluntary work and life experience. The evidence provided for RPL must address the currency of competencies being assessed. Adelaide College of Technical Education confirms that all students, potential or actual, of all offered accredited courses are provided with full recognition of their current skills and knowledge. Adelaide College of Technical Education promotes acknowledgment of 'non-traditional' forms of learning as valid pathways for recognition of competency achievement during the RPL assessment process. RPL will result in exemptions and it can be determine by applying for an application from your agent or directly from Adelaide College of Technical Education.

Other methods of determination are:
- Recognition of Current Competency (RCC) - This term is sometimes used. For general purposes the term is synonymous with RPL.
- Credit Transfer - is an arrangement to give a standard level of credit or formal recognition to a learner who has previously achieved competence in a training or educational environment. Some Credit Transfer arrangements are also called Advanced Standing or Exemptions.
- RPL for Entry - is an arrangement where learners are provided access to assessment tools and processes to assist them to meet minimum entry requirements for access to a course or qualification. Note: In RPL for Entry no qualification is issued. Recognition is given to the person’s prior learning to permit entry through equivalence into a qualification that requires some specified entry standard.
- Overseas Equivalence - is an arrangement to give formal recognition to an individual who has completed a course or qualification overseas. The National Overseas Office of Skills Recognition (NOOSR) can assist this process. Exemptions will only be granted on the basis of fully documented formal qualification. The granting of exemptions may reduce the total course price and require a reduction in course duration. This will necessitate a new ECOE if granted prior to the course commencement and notification to DEEWR via PRISMS

### Note:
It is recommended that all potential applicants visit and review the information available at www.acte.sa.edu.au