

Course descriptor

At the completion of this qualification the individual will have practical and theoretical skills provide frontline management accountabilities across a wide range of business activities including but not limited to, undertaking project work with associated resources and risks, managing own work, and supporting that of other team members.

Entry requirements

There are no entry requirements for this qualification. However, a language, literacy and numeracy (LL&N) assessment may be requested of the applicant to ensure candidate has ability to complete the course.

Skills in this qualification must be applied in accordance with Commonwealth and State or Territory legislation, Australian Standards and Industry Code of Practices. Students can exit at any time within the course at which time, a Statement of Attainment for completed units will be issued when both practical and theory components are successfully achieved.

Pathways

BSB50120 Diploma of Business can be undertaken as a general business course or a more specialised career pathway. Specialisation requires additional packaging rules that must be adhered to in the selection of elective units and should be discussed with a Student Support Officer prior to committing to studies. Specialisation options include: Organisational Development, Business Development, Compliance.

Recognition of Prior Learning

Recognition of prior learning (RPL) is offered on the understanding that candidates may have already achieved some or all the skills and knowledge, competency outcomes, partial or total completion of previous vocational training.

All applicants are welcome to apply for RPL by completing the RPL Application Kit. Applicants will need to provide current, quality evidence of competency which reflects the skill and knowledge in the unit of competency applied for, either by portfolio of evidence or as directed by Assessor.

Applicants should apply for recognition of units where performance can be matched against and provide proof of competency toward the qualification they are seeking to achieve. RPL should be applied for prior to commencing the course.

Unit selection

A total of 12 units must be completed including 5 compulsory core units and 7 elective units, determined by training package rules. Elective units offered are regularly reviewed and pre-determined by the College to reflect specialisation, industry preferences and guided by job outcomes.

Employability skills

A general summary of skills required for this qualification include good communication, problem solving, finance concepts, ability to use technology, planning and organising and self-management.

Career opportunities

- Self employed
- Office manager
- Team leader

Direct credit transfer

Credit for a unit of study completed in a previous course where the unit code is the same or has equivalent status, should be applied for prior to commencing a course and will be granted under the Principle of Mutual Recognition when presented as;

- AQF certification documentation issued by any other Registered Training Organisation
- AQF authorised issuing organisation
- Directly viewing a USI transcript online via the USI transcript service (www.usi.gov.au)

Fees and charges

Courses offered on a fee-for-service basis may have different fees and should be confirmed prior to committing to any payment. For example, Contour College may apply an internal administration fee, which covers costs associated with pre-enrolment labour costs and consumables. This fee is non-refundable without exception. This fee will be reviewed annually and clearly documented, when applicable. Where fees are not stated, you should contact a Student Support Officer for details before committing to the course.

When you enrol in a government-subsidised course you may be required to pay a compulsory 'student administration fee' unless you qualify for a fee exemption or fee concession. These fees are determined by the Government and subject to change and may not be known until applying for a funded course. Refer to Contour website for a list of concession details if/when they apply or speak to a Student Support Officer before confirming to proceed or committing to any payment.

Additional charges

Additional costs could include excursions, personal locker keys, library borrowing costs, equipment kits, additional uniform, personal protective clothing, textbooks etc. In all cases where they are not included in the course fees, they will be itemised as a separate and additional charge. All fees, except for an administration fee (when applicable) may be refundable under certain circumstances. Refer to College Refund Policy on the procedure.

Contour College will apply charges to late fee payments, bank fees related to direct debit payment plans and the use of electronic fee transmission payments. These charges will be clearly displayed at reception, documented prior to enrolment or collection of monies.

Refunds

In the event a student is unable or unwilling to continue with the training service and provides a written request for a refund within the specific timeframes, a review of the service and resources provided will be undertaken.

Students will be provided with clear processes to retrieve any funds they are entitled to, and Contour College will endeavour to satisfy all reasonable claims within 14 working days of mutually agreed refunded amounts. Refer to our website for Refund Procedure details.

Payment terms and conditions

Payment of course fees may be made by credit card, bank transfer, cheque or cash (maximum amount of \$1500 fees collected in advance applies). Payment of nominated fees must be made prior to course commencement and at nominated times to ensure continuation of course. Full details on our Fees and Charges and Refund Policies and Procedures are available on our website www.contourcollege.com.au.

Personalised payment plans are available under certain circumstances and are administered through a direct debit process only. We recommend consultation with Student Support Officer prior to committing to any fees payable. Refer to website for Consumer Protection rights.

Facilities and equipment

Contour College is a purpose-built training facility which includes three separate lecture rooms for theory classes, fully equipped student kitchens, disability lift and bathroom facilities, visual and audio equipment, fully air conditioned, lockers and resource library.

Maximum 14 students for each practical class with skilled professional training staff.

Training and Assessments

Unless notified otherwise, this course is conducted by blended delivery method. A combination of face-to-face classroom instruction, webinars and self-directed correspondence over 10-12 months. Three days per week approximately 22 hours per week, not including self-directed learning and researching information for projects or assignments. We recommend an allowance of an additional 7 hours per week.

Student learning resources are provided by Contour College and include manuals, equipment and products. Study tool exercises, quizzes and PowerPoint presentations are introduced to the student to reinforce and consolidate the learning prior to undertaking assessments.

Assessments are conducted through attendance, observations, group participations, and written work. Students have two attempts for a re-sit 'not yet satisfactory' (NYS) result on the first attempt. Pre-allocated times are available for additional support including reasonable adjustment if/when required. However, a second NYS result usually indicates the student has insufficient knowledge or demonstrated skills of competency in that unit. All units must be satisfactorily completed in both theory and practical applications to achieve a full qualification. Competency achieved on only some of the units will result in a Statement of Attainment. Re-attendance on NYS units may come at a personal cost to the student and should be discussed prior with Student Support Officers.

Contour College does not guarantee employment at the successful completion of training or assessment of the course.

Unless notified otherwise, there is no training undertaken during NSW endorsed school holidays.

Education and support services

Contour college will endeavour to meet the requirements of all students to achieve competency in their learning. Concerns or special needs should be disclosed prior to enrolling or committing to a course. This will assist staff to ensure access to the required support is provided throughout the training. In the event the College is unable to meet a particular student need, referral to the most appropriate alternative will be recommended, e.g. specialist counselling services, without cost. However, referral to a third party may include a cost to the student and their costs should be agreed to prior to committing.

How to apply

Please contact Student Support for further information:

Contour College
Phone (02) 4353 0815
Email: admin@contourcollege.com.au
2-3/1 Bounty Close
TUGGERAH NSW 2259
www.contourcollege.com.au



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