

## APPLY

To apply for courses as an international student, please complete the Enrolment Form with the required supporting documents.

## A FEW REASONS TO CHOOSE US

### DYNAMIC TEAM

EDUCATION WITH QUALITY SERVICE

**NATIONALLY RECOGNISED QUALIFICATIONS**

### QUALITY TEACHING

PASSIONATE TEACHERS WHO ARE PROFESSIONALS IN THEIR FIELD

**EXCELLENT FACILITIES & STUDENT SUPPORT**  
GREAT LEARNING ENVIRONMENT

## VISIT US AT THE SYDNEY CAMPUS ON

Level 2, 16-22 Wentworth Ave,  
Surry Hills, NSW 2010, Australia

**TELEPHONE:** + 61 2 8937 0991, 1300 00 (4338)

**EMAIL:** [admissions@sydneymetrocollege.edu.au](mailto:admissions@sydneymetrocollege.edu.au)

## VISIT US AT THE MELBOURNE CAMPUS ON

Level 2, 213-215 Lonsdale Street, Melbourne,  
Victoria 3000, Australia

**TELEPHONE:** +61 3 9077 0758, 1300 00 (4338)

**EMAIL:** [admissions@sydneymetrocollege.edu.au](mailto:admissions@sydneymetrocollege.edu.au)

## EMAIL US:

[admissions@sydneymetrocollege.edu.au](mailto:admissions@sydneymetrocollege.edu.au)

[marketing@sydneymetrocollege.edu.au](mailto:marketing@sydneymetrocollege.edu.au)

For further information about the enrolment procedure, please visit our website:

[www.sydneymetrocollege.edu.au](http://www.sydneymetrocollege.edu.au)

## SYDNEY AND MELBOURNE CBD CENTRAL LOCATION

SYDNEY METRO COLLEGE IS LOCATED AT LEVEL 2, 16-22 WENTWORTH AVENUE, SURRY HILLS NSW 2010 IN SYDNEY (5 MINUTES FROM MUSEUM TRAIN STATION), WHICH IS WITHIN THE SYDNEY CBD AND IS EASILY ACCESSIBLE THROUGH A RANGE OF EFFICIENT PUBLIC TRANSPORT OPTIONS (TRAIN AND BUS) AND AT LEVEL 2, 213-215 LONSDALE STREET, MELBOURNE VIC 3000 IN MELBOURNE, AT A CLOSE PROXIMITY TO TRANSPORT AND RESTAURANTS, CAFES AND OTHER FACILITIES



[www.facebook.com/sydneymetrocollege](http://www.facebook.com/sydneymetrocollege)



# BUSINESS





## ACADEMIC PATHWAYS

Training is delivered in stages which correspond to AQF Levels IV-VI. The preferred pathway for a qualification is for students to complete the requirements of the previous level qualification before progressing to the next level – thereby achieving more than one qualification.

Applicants are required to meet the Entry requirements to enrol in the choice of their course. We aim to equip our graduates with the necessary skills and knowledge to enable them to successfully satisfy the demands of the workplace.

## COURSE DELIVERY & ASSESSMENT METHODS

Delivery and assessment strategies are selected to reflect the nature of the elements and performance criteria of the competency together with the needs and learning style of the participants. Delivery and assessment method includes a blended learning practice including Sydney Metro College learning management system (Moodle). Assessment methodology may include but is not limited to: observation, project/report, case study, role play, exercises, activities; and written/oral tasks including multiple choice, questions and answers, essays, true/false and presentations. For further information, please refer to Sydney Metro College website at [www.sydneymetrocollege.edu.au](http://www.sydneymetrocollege.edu.au)

## ENTRY REQUIREMENTS

- Students must be over 18 years of age,
- Student must have successfully completed Year 12 in Australia or overseas\*
- Students must have an IELTS score of 5.5 or above with no band lower than 5.0 or equivalent.

**COURSE MATERIAL FEE**  
\$100.00 per qualification  
**ENROLMENT FEE**  
\$200.00

Entry requirements will be checked at enrollment in line with the RTO's Student entry requirements, selection, enrollment and orientation policy.

At SMC, our International students are expected to meet minimum English Language requirements in line with the RTO's Student entry requirements, selection, enrollment and orientation policy. Student are also required to complete Identify Learners Needs Form to complete the Language, Literacy and Numeracy analysis for each student before relevant corrective actions are implemented.

## CREDIT TRANSFER AND RECOGNITION OF PRIOR LEARNING

Have you worked or studied in this field before? RPL allows you the opportunity to be recognised for skills, experience and study that you may have already attained. To gain RPL you will need to contact the college for our RPL kit, which will guide you through the process of presenting your evidence. Students who have completed corresponding units of competency and/or units contained within the packaging rules can apply for Credit Transfer. For more information, see our current policies and procedures at <https://www.sydneymetrocollege.edu.au/downloads/>

\* For BSB40215 Certificate IV in Business, student must have completed overseas equivalent of Year 10 or higher qualification.

## ACADEMIC YEAR/ START DATES

Year/Term	Term 1			Term 2			Term 3			Term 4		
	13 JAN	17 FEB	16 MAR	13 APR	18 MAY	15 JUN	13 JUL	17 AUG	14 SEP	12 OCT	16 NOV	14 DEC
2020	BSB40215											
	BSB60215											
Year/Term	Term 1			Term 2			Term 3			Term 4		
	11 JAN	15 FEB	15 MAR	12 APR	17 MAY	14 JUN	12 JUL	16 AUG	13 SEP	11 OCT	15 NOV	13 DEC
2021	BSB40215											
	BSB60215											

BSB40215: Certificate IV in Business | BSB60215: Advanced Diploma of Business

Qualification	Competency	Tuition Fee/ Duration
<b>BSB40215 CERTIFICATE IV IN BUSINESS</b> <small>CRICOS COURSE CODE 088103K</small>	BSBCUS401	Coordinate implementation of Customer service strategies
	BSBCUS403	Implement customer service standards
	BSBLDR403	Lead team effectiveness
	BSBCMM401	Make a presentation
	BSBHRM405	Support the recruitment, selection and induction of staff
	BSBWH401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
	BSBMKG413	Promote products and services
	BSBLED401	Develop teams and individuals
	BSBMGT402	Implement operational plan
	BSBMGT403	Implement continuous improvement
<b>EXIT WITH CERTIFICATE IV</b>	<i>Vocational / Employment Outcome</i>	<i>Administrator, Project Officer</i>

**AUD \$8,800**  
**4 Terms**

52 Weeks  
(36 Academic weeks  
+ 16 weeks holiday)

Qualification	Competency	Tuition Fee/ Duration
<b>BSB60215 ADVANCED DIPLOMA OF BUSINESS</b> <small>CRICOS COURSE CODE 088105G</small>	BSBMGT608	Manage innovation and continuous improvement
	BSBHRM602	Manage human resources strategic planning
	BSBINN601	Lead and manage organisational change
	BSBMGT615	Contribute to organisation development
	BSBMKG603	Manage the marketing process
	BSBMKG609	Develop a marketing plan
	BSBFIM601	Manage finances
	BSBMGT617	Develop and implement a business plan
<b>EXIT WITH ADVANCED DIPLOMA</b>	<i>Vocational / Employment Outcome</i>	<i>Senior Administrator and Senior Executive</i>
<b>HIGHER EDUCATION</b>	<b>FOR MORE INFORMATION REGARDING HIGHER EDUCATION PATHWAYS, PLEASE CONTACT SYDNEY METRO COLLEGE OR VISIT <a href="http://www.sydneymetrocollege.edu.au">www.sydneymetrocollege.edu.au</a></b>	

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