



Sydney Global College

# SYDNEY GLOBAL COLLEGE

“ YOUR ACADEMIC FUTURE IS OUR MISSION ”

- ✧ 098021G - GENERAL INTENSIVE ENGLISH
- ✧ BSB40215 - CERTIFICATE IV IN BUSINESS
- ✧ BSB51918 - DIPLOMA OF LEADERSHIP AND MANAGEMENT
- ✧ BSB61015 - ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT
- ✧ FNS40217 - CERTIFICATE IV IN ACCOUNTING AND BOOKKEEPING
- ✧ FNS50217 - DIPLOMA OF ACCOUNTING
- ✧ BSB42415 - CERTIFICATE IV IN MARKETING AND COMMUNICATION
- ✧ BSB52415 - DIPLOMA OF MARKETING AND COMMUNICATION
- ✧ BSB51415 - DIPLOMA OF PROJECT MANAGEMENT
- ✧ BSB80615 - GRADUATE DIPLOMA OF MANAGEMENT (LEARNING)

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

# ABOUT SGC

Our mission at SGC is to deliver excellent training and to provide student centred learning. Our aim is to give our students quality training and an exceptional learning experience.

## WHY STUDY AT SGC

- Small-medium classes.
- Dedicated Trainers who are developed, qualified, experienced and skilled in working with both domestic and international students.
- A challenging, rigorous, academic approach where all students are encouraged and supported to achieve their full potential.
- Private study/resource support facilities. Access to computer and web-based learning materials.
- Individual academic counselling as required.
- An environment of integrity, diversity and tolerance.
- A culture that respects openness, inclusiveness and collegiality.
- Sydney Global College is committed to equity, ethics, innovation and excellence.

## SELECTION AND ENROLMENT PROCEDURE

### **Change of address and contact details**

You are required to advise the College of your residential address and telephone number and of any subsequent changes to your residential address and telephone number whilst enrolled in a course. It is your responsibility and in your own interests to ensure that you always update your address details at the College to ensure you receive important information that the College may send to you from time to time. On commencement and at least every six months whilst you are enrolled at the College you will be asked to review and update your contact information with the College.

### **College initiated suspension or cancellation of enrolment**

The College may decide to suspend or cancel a student's enrolment on its own initiative as a response to breaching the student code of behaviour through misbehaviour, a poor academic record or poor attendance by the student. If the College is intending to initiate a suspension or cancellation of enrolment a warning letter will be sent to the student's currently notified address and the student will have 20 working days from the date of the warning letter to complain or appeal against the College suspension or cancellation.

### **College deferral of commencement**

The College may also decide to defer the commencement of a course. If the College defers the commencement of a course the provider default conditions in the agreement between the College and the client organisation will be triggered and the College will be obliged to repay any unspent pre-paid fees received by the College in respect of the student within 14 days of the date of deferral unless alternative arrangements can be made which are acceptable to students.

### **Use of personal information**

It is a requirement that students can access personal information held by the College and may request corrections to information that is incorrect or out of date. Apply to the Student Administration Manager using the Student records request form if you wish to view your own records. Once the request has been approved the Student Administration Manager will arrange a time for you to view your own records. You must view your records at the College and you cannot take records away from the College.

### **Student initiated deferral or suspension of enrolment**

Students may initiate a request to defer commencement of studies or suspend their studies. Students wishing to defer the commencement of studies or suspend their studies must apply to do so in writing to the College using the student deferral, suspension or cancellation application form or in writing by email or post.

### **Student cancellation of enrolment**

Cancellation of enrolment will trigger the refund arrangements in the agreement between the College and the client organisation. Students who cancel their enrolment and think a refund is due must apply for a refund. Refund applications must be made in writing to the Student Administration Manager. The refund application form, available from the College, may be used as the written application. Written applications for refunds will also be accepted by mail or by email. Refunds will be made within 28 days of receipt of a written application.





## LIVING IN SYDNEY

Up-to-date and more detailed information about overseas students studying and living in Australia is available at the following website [Studyinaustralia.gov.au](http://Studyinaustralia.gov.au). This website is established and maintained by the Australian government.

### Australia

Australia is a land of contrasts: sweeping golden beaches, coral reefs rich with marine life, tropical rainforests, mountain ranges, vast grazing lands and sparse deserts. One of the oldest continents, Australia is the only country to occupy an entire continent. Surrounded by the Indian and Pacific Oceans, Australia has many animals and plants, which are unique on the planet. The surface geology is typically old and flat with a major mountain range stretching down the eastern coast and another mountain range in the north west of the continent.

### Sydney

Sydney is the largest city in Australia with a population reaching almost six million people. Sydney is the capital city of New South Wales. It is a multicultural city with people from different ethnic backgrounds. Sydney Global College is located in the heart of North Sydney. It's just a short walk from the train station or bus stop. The Study in Sydney website is a useful source of information. The web site address is [Studyinaustralia.gov.au](http://Studyinaustralia.gov.au)

# FACILITIES AVAILABLE FOR STUDENTS



## Class rooms

Classrooms are fully equipped with white boards, data projectors, and Internet connections. They are well furnished with study tables and chairs.



## Computer Labs

The college has dedicated computer labs for training purposes as well as for after class work by the students. Other computers are available for student assessment purposes in the open study area. Computer labs are connected to printers and are equipped with the latest software for training and assessment.



## Printing and Photocopying Facilities

All students have access to printing and photocopying facilities for course related materials. These facilities are available on a user-pays basis. Please contact the Student Services or IT department for further information.



## Wireless Campus

Classrooms and open study areas provide wireless computer connections for all students. We strongly recommend that each student acquires a notebook computer of their own, to increase their study effectiveness



## Student Support and Learning Assistance Centre

Learning Assistance is available for students requiring additional academic support or remedial English language assistance. Study skills workshops are available to help students learn how to succeed in their studies. One-to-one assistance with assignments and assessment tasks is provided by appointment.



## Airport Pickup and Accommodation Support

SGC can arrange airport pickup and accommodation support on a user-pays basis for its domestic as well as international students. Students must notify SGC at the time of accepting the offer, to arrange accommodation and airport pickup.





Sydney Global College





## A GOOD CHOICE FOR STUDY

There are more than 50,000 overseas students studying in Australia and each year approximately 15,000 students from the Asia Pacific region arrive in Australia to continue their education. They have chosen Australia for several reasons:

- Australia has a high quality education system, the equal of any country in the world
  - Australia offers traditional education in reputable schools, institutes, colleges and universities
  - Awards from Australian institutions of higher education are recognized internationally
  - Australian schools, institutes, colleges and universities have established networks of welfare and support to help overseas students
- The Australian education system includes informality and accessibility of academic staff, the availability of computers, small group tutorials and close supervision
- Living costs and tuition costs compare well with other countries and most overseas students are permitted to work part-time.
  - Australia is a safe, stable country with a pleasant climate.

Sydney enjoys a temperate climate with four distinct seasons in the year - spring, summer, autumn and winter. Below is a guide to the average daily temperatures.

September - November 12-22 degrees

December to February 28-32 degrees

March to May 12 - 20 degrees

June to August 10 - 15 degrees

Sports and other outdoor activities are possible at all times of the year.





CRICOS Course Code : 098021G

# General Intensive English

- GE courses prepare students with communication skills by developing listening, speaking, reading and writing skills.
- When students arrive at SGC, they are given a Placement Test and an interview to determine their English proficiency and are then placed in a class best suited to their English level and study plans
- General Intensive English is designed to give students the opportunity for rapid progress of English language skills.
- There are 4 hours face-to-face daily English lessons including electives taught from Elementary, Pre-Intermediate, Intermediate, Upper-Intermediate.
- SGC's goal is to improve the level of student's understanding of a foreign language and to get the students to use the language in an effective manner to improve communication in business. This course teaches basic vocabulary, simple verb tenses, common phrases, conventional techniques, pronunciation tips, the phonetic and English alphabet and coincidence in your language.
- Please refer to the contents for each level if you plan to undertake GE course.

Elementary	You will learn basic vocabulary, simple verb tenses, common phrases, conversational techniques, pronunciation tips, the phonetic and English alphabet and confidence in your language.
Pre-Intermediate	This course builds on the skills learned at the Elementary level. You will learn more complex tenses, modals and conditionals, more complex tenses including simple past, future, and present perfect, how to agree / disagree and express your opinion in conversation and written documents, how to tell a good story, further pronunciation skills and confidence in your new language.
Intermediate	This course is an extension of Pre-Intermediate. It concentrates on joining tenses, more formal structures including all the conditionals and the passive voice, as well as extending your knowledge of idioms, phrasal of verbs, and colloquialisms. By the end of the Intermediate course, you will be better equipped to converse in a relaxed manner.
Upper-Intermediate	This course introduces more advanced grammatical knowledge and seeks to increase personal vocabulary and to encourage autonomous learning. The pronunciation syllabus employed increases accuracy and confidence. By the end of this course, you will be able to socialize more effectively with other English speakers at both the verbal and written level.



## Modes and Methods of delivery

The training methodology for this training program will ensure that the course is:

### Flexible

This training program will provide a well-structured and paced training program, and whilst students will have set session times with tasks to be submitted, will be will offered the flexibility of undertaking a training program that accommodates individual availability.

### Accessible

Trainers will be accessible outside set class times, via telephone and email to help students.

### Affordable

Due to our reasonable overheads, we are able to provide all our courses in a cost-effective manner, without skimping on quality.

### Practical

All the content in our courses relate to practical day-to-day requirements in application to real-life requirements. Our trainers will work with the students to ensure the transfer from information to application is seamless outside the classroom.

## Student Progress Assessment

Sydney Global College will keep track of each student's progress, Students will be assessed in several different ways.

- Regular assessment (short weekly revision tests based on coursebook work covered)
- A larger, more comprehensive test at the end of the 12 or 15-week block depending on level
- Trainer assessment
- Students' weekly review

The two "test" components outlined above, although different in nature and size, are necessary to produce an actual mark or grade by which the student's progress can be quantified by the college. Weekly assessments will be based on the assessment components available as part of the face2face 2nd Edition materials. It is to be expected that weekly testing will consist of discrete elements covered by the teacher during the week's lessons. These tests are designed to ensure that students are learning the elements of language which have been taught.

Testing which takes place at the end of the twelve or fifteen-week course will be integrative, requiring students to combine elements of language learned, in order to complete realistic tasks possible for a student at the particular level. This type of testing is designed to find out how much of the language the student has been able to systemise in order to transfer and extend performance. It is entirely possible that a student who can perform well in discrete point items will not have internalised the language sufficiently to use it to perform realistic language activities. These students may not achieve a satisfactory mark in the final level test.

Students are required to achieve a satisfactory grade before being allowed to move to the next level. However, it is recognised that not all students perform well in tests or examinations, and often these marks do not reflect the effort a student has made. Since all assessment should be designed to encourage as well as grade, trainers will be asked to comment on students' overall classroom performance. These comments will be taken into account when deciding whether a student should be promoted to the next level of the course. Trainers should consider aspects such as a student's attendance, attitude and willingness to participate, as well as their commitment to completing homework assignments, preparing and delivering oral presentations.







BSB40215

Certificate IV in Business

Duration 52 weeks

This qualification is suited to those working as administrators and project officers. In this role, individuals use well-developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems and analyse information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

Employment Pathway

The Certificate IV in Business is intended to prepare students or recognise and develop existing workers who are performing a range of roles in a business environment.

Employment outcomes targeted by this qualification include Accounts Clerk, Clerk, Office Administration Assistant, Word Processing Operator and Customer Service Officer.

Pathways from the qualification

Further training pathways from this qualification may lead BSB51915 (Diploma of Leadership and management) , or other Diploma level qualifications.

Entry Requirements

1. All students must of the age of 18 years or over at the time of applying for admission at College.
2. Entry in to this course requires IELTS band score of 5.5 or equivalent in line with DIBP regulations.
3. Satisfactory completion of studies in applicant’s home country equivalent to an Australian Year 12 qualification is required for entry into this course.
4. Mature age students will also be considered without the minimum education requirements but with relevant work experience within chosen area of study and a demonstrated capacity to meet course requirements.

Core Unit

CODE	NAME OF UNIT
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements

Electives Units

CODE	NAME OF UNIT
BSBADM405	Organise Meetings
BSBCMM401	Make a presentation
BSBITU401	Design and develop complex text documents
BSBITU402	Develop and use complex spreadsheets
BSBITU404	Produce complex desktop published documents
BSBLED401	Develop teams and Individuals
BSBREL401	Establish Networks
BSBRES411	Analyse and Present research information
BSBWRT401	Write Complex Documents



BSB51918    Duration 52 weeks

## Diploma of Leadership & Management

This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts. Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements. They plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

### Employment Pathway

The Diploma of Leadership and Management is intended to prepare students or recognise and develop existing workers who are performing a range of management or specialist roles in a Leadership and Management environment.

Employment outcomes targeted by this qualification include Manager, Supervisor, Executive Officer and Senior Supervisor

### Pathways from the qualification

Further training pathways from this qualification may lead BSB61015 (Advanced Diploma of Leadership and Management), or a range of other Advanced Diploma level qualifications.

### Entry Requirements

1. All students must of the age of 18 years or over at the time of applying for admission at College.
2. Entry in to this course requires IELTS band score of 5.5 or equivalent in line with DIBP regulations.
3. Satisfactory completion of studies in applicant’s home country equivalent to an Australian Year 12 qualification is required for entry into this course.
4. Mature age students will also be considered without the minimum education requirements but with relevant work experience within chosen area of study and a demonstrated capacity to meet course requirements.

## Core Units

CODE	NAME OF UNIT
BSBLDR511	Develop and use emotional intelligence
BSBMGT517	Manage operational plan
BSBLDR502	Lead and manage effective workplace relationships
BSBWOR502	Lead and manage team effectiveness

## Elective Units

CODE	NAME OF UNIT
BSBCUS501	Manage quality customer service
BSBFIM501	Manage budgets and financial plans
BSBHRM405	Support the recruitment, selection and induction staff
BSBWHS521	Ensure a safe workplace for a work area
BSBWOR501	Manage personal work priorities and professional development
BSBADM502	Manage meetings
BSBLED501	Develop a workplace learning environment
BSBRISK501	Manage risk



BSB61015    **Duration 104 weeks**

Advanced Diploma of Leadership and Management

This qualification reflects the role of individuals with significant experience in a senior administrative role who are seeking to develop expertise across a wider range of business functions. The qualification is suited to individuals who possess significant theoretical business skills and knowledge and wish to consolidate and build pathways to further educational or employment opportunities.

Employment Pathway

The Advanced Diploma of Leadership and Management is intended to prepare students or recognise and develop existing workers who are performing management roles in a business environment.

Employment outcomes targeted by this qualification include Senior Administrator and Senior Executive.

Pathways from the qualification

Further training pathways from this qualification may lead to a relevant higher education based qualifications.

Entry Requirements

- 1. All students must of the age of 18 years or over at the time of applying for admission at College.
- 2. Entry in to this course requires IELTS band score of 5.5 or equivalent in line with DIBP regulations.
- 3. Satisfactory completion of studies in applicant’s home country equivalent to an Australian Year 12 qualification is required for entry into this course.
- 4. Mature age students will also be considered without the minimum education requirements but with relevant work experience within chosen area of study and a demonstrated capacity to meet course requirements.

Core Units

CODE	NAME OF UNIT
BSBFIM601	Manage finances
BSBINN601	Lead and manage organisational change
BSBMGT605	Provide leadership across the organisation
BSBMGT617	Develop and implement a business plan

Elective Units

CODE	NAME OF UNIT
BSBHRM602	Manage human resources strategic planning
BSBMGT616	Develop and implement strategic plans
BSBMKG609	Develop a marketing plan
BSBRISK501	Manage risk
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBMKG607	Manage market research
BSBMKG608	Develop organisational marketing objectives
BSBADV602	Develop an advertising campaign





## **FNS40217** Duration 52 weeks

# **Certificate IV in Accounting and Bookkeeping**

The course introduces the concept of accounting and its history. Provides students with an overview of how accounting is organised within Australia. Outlines Accounting Skills, Applying Principles of Professional Practice, use of technology, communication and health and safety practices within the accounting workplace/environment.

### **Employability Pathway**

This qualification reflects the job roles of workers in the accounting industry, including BAS Agents and contract bookkeepers; and of those employees performing bookkeeping tasks for organisations in a range of industries. It includes preparing and lodging business and instalment activity statements and providing advice or dealing with the Commissioner on behalf of a taxpayer in relation to activity statements.

### **Pathways from the qualification**

This course has national recognition. We recommend you progress into the FNS50217 Diploma of Accounting

### **Entry Requirements**

Students must be over 18 years of age. Students must have completed at least Year 12 or equivalent.

Students must have an English proficiency of IELTS level overall band score of 5.5 but minimum in individual band score of 5.0 (test results must be no more than 2 years old).

International Students may not be required to provide evidence of English Language competence where documented evidence can be provided to demonstrate any of the following:

- the student was educated for 5 years in an English-speaking country.
- the student has successfully completed a foundation course in Australia
- the student has successfully completed their High School in English Language.

In some instances, to confirm the suitability of your enrolment into the course, you may be required to participate in an interview with our Academic Manager who will determine the suitability of your enrolment into the course. This interview may occur via an online meeting.





Packaging Rules

Total number of units of competency = 13  
8 core units plus 5 elective units

The elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment, and contribute to a valid industry-supported vocational outcome, and are to be chosen as follows:

- All 5 units may be chosen from the elective units listed below
- Up to 2 units may be from a Certificate III, Certificate IV or Diploma in any currently endorsed training package or accredited course, provided they do not duplicate the outcome of another unit chosen for the qualification.

Core Units

CODE	NAME OF UNIT
BSBFIA401	Prepare financial reports
BSBSMB412	Introduce cloud computing into business operations
FNSACC311	Process financial transactions and extract interim reports
FNSACC312	Administer subsidiary accounts and ledgers
FNSACC408	Work effectively in the accounting and bookkeeping industry
FNSACC416	Set up and operate a computerised accounting system
FNSTPB401	Complete business activity and instalment activity statements
FNSTPB402	Establish and maintain payroll systems

Elective Units

CODE	NAME OF UNIT
BSBWOR501	Manage personal work priorities and professional development
FNSACC313	Perform Financial Calculations
BSBWRT301	Write simple documents
FNSACC414	Prepare financial statements for non-reporting entities
FNSACC412	Prepare operational budgets





## **FNS50217** Duration 52 weeks **Diploma of Accounting**

The course is ideal for candidates currently working in bookkeeping and accounting roles, seeking a formal qualification to enhance and confirm their existing knowledge and skills.

This new intermediate accounting qualification introduces students to a wide range of accounting and bookkeeping skills, including the provision of financial and business performance information, preparation of taxation documentation for individuals and the provision of management accounting information. Individuals who complete the course will be able to apply solutions to a range of often complex problems in their roles, and analyze and evaluate information from a variety of sources. They will be able to apply initiative to plan, coordinate and evaluate their own work and guidance to others within defined guidelines.

### **Licensing/Regulatory Information**

Work functions in the occupational areas where this qualification may be used are subject to regulatory requirements. Refer to the FNS Financial Services Training Package Companion Volume Implementation Guide or the relevant regulator for specific guidance on requirements.

This qualification includes units that comprise an approved Tax Practitioner Board (TPB) course in Australian taxation law and commercial law, which are relevant for registration as a tax agent. Persons seeking registration with the TPB should check current registration requirements with the TPB, as registration requirements are reviewed regularly.

### **Employability Pathway**

This qualification reflects professional accounting job roles in financial services and other industries, including tax agents, accounts payable and accounts receivable officers, payroll service providers, and employees performing a range of accounting tasks for organisations in a range of industries. Individuals in these roles apply solutions to a range of often complex problems, and analyse and evaluate information from a variety of sources. They apply initiative to plan, coordinate and evaluate their own work and provide guidance to others within defined guidelines.

### **Pathways from the qualification**

This course has national recognition. From Certificate IV to Diploma, Advanced Diploma and beyond, Sydney Global College nationally recognised Accounting qualifications provide a concise study pathway through to Higher Education.

### **Entry Requirements**

Completion of the following six units, or their equivalent, which constitute the requirements for the FNSSS00014 Accounting Principles Skill Set:

- FNSACC311 Process financial transactions and extract interim reports
- FNSACC312 Administer subsidiary accounts and ledgers
- FNSACC408 Work effectively in the accounting and bookkeeping industry
- FNSACC416 Set up and operate a computerised accounting system
- FNSTPB401 Complete business activity and instalment activity statements
- FNSTPB402 Establish and maintain payroll systems;

OR

Completion of FNS40615 Certificate IV in Accounting or equivalent;

OR

Completion of FNS40215 Certificate IV in Bookkeeping or equivalent.



Packaging Rules

Total number of units = 11  
6 core units plus 5 elective units

The elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment, and contribute to a valid industry-supported vocational outcome, and are to be chosen as follows:

- All 5 units may be chosen from the elective units listed below
- Up to 2 units may be from a Certificate IV, Diploma or Advanced Diploma in any currently endorsed training package or accredited course, provided they do not duplicate the outcome of another unit chosen for the qualification.

Core Units

CODE	NAME OF UNIT
FNSACC511	Provide financial and business performance information
FNSACC512	Prepare tax documentation for individuals
FNSACC513	Manage budgets and forecasts
FNSACC514	Prepare financial reports for corporate entities
FNSACC516	Implement and maintain internal control procedures
FNSACC517	Provide management accounting information

Elective Units

CODE	NAME OF UNIT
FNSACC505	Establish and maintain accounting information systems
FNSORG505	Prepare financial reports to meet statutory requirements
FNSACC413	Make decisions in a legal context
BSBITU402	Develop and use complex spreadsheets
BSBLDR402	Lead effective workplace relationships





# BSB42415 Duration 52 weeks

## Certificate IV in Marketing and Communication

This qualification is suitable for those who use well developed marketing and communication skills and a broad knowledge base in a wide variety of contexts. Individuals in these roles apply solutions to a defined range of unpredictable problems and analyses and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others, however they typically report to more senior practitioners

### Employment Pathway

This qualification makes the graduate eligible to undertake job roles in the Professional, Scientific and Technical Services, as well as roles in the Marketing and Advertising industries, and other industries requiring knowledge of marketing and communications management and support functions

### Pathways from the qualification

Upon successful completion of this qualification; candidate may undertake BSB52415 - Diploma of Marketing and Communication (Release 2)

### Entry Requirements

- 1. Students must be over 18 years of age
- 2. Students must have completed an overseas equivalent of Year 12
- 3. Mature age students will also be considered without the minimum education requirements but with relevant work experience within chosen area of study and a demonstrated capacity to meet course requirements.
- 4. Students must have either an IELTS score of 5.5 total or above with no band lower than 5.0 or
- 5. Pearson Test of English Academic score 42; or Cambridge English: Advanced (Certificate in Advanced English) with score 162
- 6. Paper based (PBT) TOEFL score of 527 or above or Internet based (iBT) TOEFL score of 78 or above and must provide documentation to that effect.

## Core Unit

CODE	NAME OF UNIT
BSBCMM401	Make a presentation
BSBCRT401	Articulate, present and debate ideas
BSBMKG417	Apply marketing communication across a convergent industry
BSBMKG418	Develop and apply knowledge of marketing communication industry
BSBMGT407	Apply digital solutions to work processes

## Electives Units

CODE	NAME OF UNIT
BSBLDR402	Lead effective workplace relationships
BSBMKG419	Analyze consumer behaviour
BSBCUS401	Coordinate implementation of customer service strategies
BSBPRO401	Develop product knowledge
BSBMKG413	Promote products and services
BSBFIA412	Report on financial activity
BSBADV403	Monitor advertising production





# BSB52415Duration 104 weeks

## Diploma of Marketing and Communication

This qualification applies to individuals with a sound theoretical knowledge base in marketing and communication and who demonstrate a range of managerial skills to ensure that functions are effectively conducted in an organisation or business area. Typically, they would have responsibility for the work of other staff and lead teams.

### Employment Pathway

This qualification makes the graduate eligible to undertake job roles in the Professional, Scientific and Technical Services industries and other industries requiring knowledge of marketing and communications management and support functions

### Pathways from the qualification

Upon successful completion of this qualification; candidate may undertake BSB61315 - Advanced Diploma of Marketing and Communication (Release 2), subject to its prerequisites; as well as eligible to undertake accredited relevant courses at the Degree level

### Entry Requirements

Entry to this qualification is limited to those individuals who have completed all the core units of BSB42415 Certificate IV in Marketing and Communication. Additionally, Sydney Global College's (hereafter known as SGC or the RTO) entry requirements are as follows:

- 1. Students must be over 18 years of age
- 2. Students must have completed an overseas equivalent of Year 12
- 3. Mature age students will also be considered without the minimum education requirements but with relevant work experience within chosen area of study and a demonstrated capacity to meet course requirements.
- 4. Students must have either an IELTS score of 5.5 total or above with no band lower than 5.0 or
- 5. Pearson Test of English Academic score 42; or Cambridge English: Advanced (Certificate in Advanced English) with score 162
- 6. Paper based (PBT) TOEFL score of 527 or above or Internet based (iBT) TOEFL score of 78 or above and must provide documentation to that effect.

## Core Unit

CODE	NAME OF UNIT
BSBMKG507	Interpret market trends and developments
BSBMKG523	Design and develop an integrated marketing communication plan
BSBPMG522	Undertake project work

## Electives Units

CODE	NAME OF UNIT
BSBADV507	Develop a media plan
BSBFIM501	Manage budgets and financial plans
BSBMKG506	Plan market research
BSBMKG501	Identify and evaluate marketing opportunities
BSBMKG502	Establish and adjust the marketing mix
BSBMKG510	Plan e-marketing communications
BSBMKG514	Implement and monitor marketing activities
BSBMKG537	Develop a social media engagement plan
BSBWRT501	Write persuasive copy





# BSB51415 Duration 104 weeks Diploma of Project Management

This qualification reflects the role of individuals who apply project management skills and knowledge. They may manage projects in a variety of contexts, across a number of industry sectors. They have project leadership and management roles and are responsible for achieving project objectives. They possess a sound theoretical knowledge base and use a range of specialised, technical and managerial competencies to initiate, plan, execute and evaluate their own work and/or the work of others.

## Employment Pathway

This qualification makes the graduate eligible to undertake job roles in the Professional, Scientific and Technical Services industries and other industries requiring knowledge of project management, program management and general management and support functions.

## Pathways from the qualification

Upon successful completion of this qualification; candidate may undertake BSB61218 - Advanced Diploma of Program Management (Release 1), subject to its perquisites; as well as eligible to undertake accredited relevant courses at the Degree level

## Entry Requirements

There are no course prerequisites.  
Additionally, Sydney Global College’s entry requirements are as follows:

- 1. Students must be over 18 years of age
- 2. Students must have completed an overseas equivalent of Year 12
- 3. Mature age students will also be considered without the minimum education requirements but with relevant work experience within chosen area of study and a demonstrated capacity to meet course requirements.
- 4. Students must have either an IELTS score of 5.5 total or above with no band lower than 5.0 or
- 5. Pearson Test of English Academic score 42; or Cambridge English: Advanced (Certificate in Advanced English) with score 162
- 6. Paper based (PBT) TOEFL score of 527 or above or Internet based (iBT) TOEFL score of 78 or above and must provide documentation to that effect.

## Core Unit

CODE	NAME OF UNIT
BSBPMG511	Manage project scope
BSBPMG512	Manage project time
BSBPMG513	Manage project quality
BSBPMG514	Manage project cost
BSBPMG515	Manage project human resources
BSBPMG516	Manage project information and communication
BSBPMG517	Manage project risk
BSBPMG521	Manage project integration

## Electives Units

CODE	NAME OF UNIT
BSBPMG518	Manage project procurement
BSBPMG519	Manage project stakeholder engagement
BSBPMG520	Manage project governance
BSBWOR502	Lead and manage team effectiveness



# BSB80615 Duration 104 weeks

## Graduate Diploma of Management (Learning)

This qualification reflects the roles of individuals who apply highly specialised knowledge and skills in the field of organisational learning and capability development. Individuals in these roles generate and evaluate complex ideas. They also initiate, design and execute major learning and development functions within an organisation. Typically, they would have full responsibility and accountability for the personal output and work of others. This qualification may apply to leaders and managers in an organisation where learning is used to build organisational capability.

### Employability Pathway

The Graduate Diploma of Management (Learning) is intended to prepare students or recognise and develop existing workers who are performing a range of administrative based roles in a business environment. This qualification is transferrable across many industries, as it teaches transferrable business skills. Students who complete this course may be able to seek employment in a range of business management roles.

### Pathways from the qualification

Further training pathways from this qualification may lead Associate, or Bachelor Degree level qualifications

### Entry Requirements

- Students must be over 18 years of age. International students must be at least 18 years of age
- Must have completed Australian AQF Level 5 (Diploma) or higher. Or Equivalent of a three (3) year bachelor’s degree. However, applicants must have a demonstrated capacity in learning, reading, writing, oral and numeracy competencies to Graduate Diploma of the Australian Core Skills Framework (ACSF). This will be tested prior to enrolment in the qualification.
- Have successfully completed Advanced Diploma Level
- Participate in a course entry interview to determine suitability for the course and student needs.
- Have an IELTS\* score of 5.5 (test results must be no more than 2 years old).

## Core Units

CODE	NAME OF UNIT
BSBINN801	Lead innovative thinking and practice
BSBRES801	Initiate and lead applied research

## Elective Units

CODE	NAME OF UNIT
BSBFIM801	Manage financial resources
BSBINN601	Lead and manage organisational change
BSBLED805	Plan and implement a mentoring program
BSBLED806	Plan and implement a coaching strategy
BSBMGT616	Develop and implement strategic plan
BSBMGT617	Develop and implement a business plan





## COURSE DELIVERY

Sydney Global College will be delivering all the courses fully face-to-face for both domestic and International students (no component of the courses will be delivered in the workplace for both domestic and International students.) The face-to-face delivery includes lecture, videos, group activities, pair work and class presentations. The program is designed to allow for the adoption of a range of learning approaches to cater for differences in learning preferences, learning interests and needs, and variations in learning opportunities. Students are expected to attend all scheduled training sessions and they are expected to undertake reading and research activities in their own time in conjunction with the delivery of face-to-face theory and practical sessions.

### Practical group sessions

These sessions follow or are integrated with the theory sessions. Practical group sessions provide an environment for students to work on practical learning for each unit. This is done under the guidance of the trainer. Demonstrations, scenarios and role plays are provided in these small group settings. Students are encouraged to support each other in pairs and small groups. Delivery modes, incorporating amount of training and volume of learning.

**Sydney Global College course** does not involve any work placement. The decision on the amount of training was based on the characteristics of the student cohort, being international students, who typically are working part-time, across a wide variety of industries and who are in Australia on a student visa. Regardless of the mode of delivery, the volume of learning represents a guide to the relative teaching time and student effort required to successfully achieve a competency.

# COURSE ASSESSMENT

Assessment will occur through a variety of methods, including projects incorporating role-plays, case studies and short answer questions. Assessment conditions will ensure a simulated workplace environment. All assessment tasks are performed in a simulated work environment.

## Assessment tasks:

- Reflect real life work tasks.
- Are required to be performed within industry standard timeframes as specified by assessors in relation to each task.
- Are assessed using assessment criteria that relate to the quality of work expected by the industry
- Are performed to industry safety requirements as relevant.
- Utilise authentic workplace documentation.
- Require students to work with others as part of a team.
- Require students to plan and prioritise competing work tasks.
- Involve the use of standard workplace equipment such as computers and software.
- Ensure that students are required to consider workplace constraints such as time and budgets.

Sydney Global College assessment tools meet the principles of assessment and rules of evidence outlined in the Australian Skills Quality Authority (ASQA) standards. The assessment tools allow the learner to choose the evidence that they provide to the assessor.

**SGC assessment tools that provide evidence include:**

## Activities

Learners are provided with workbook resource material for each of the units of competency in all qualifications. The final section of each unit is an activity. If you choose to complete this form of assessment, all activities should be completed and returned to your assessor.

## Questions and answers

If you choose to complete this form of assessment, all questions and answers should be completed and returned to your assessor.

## Project or workplace evidence

The projects are designed for the unit of competency. These are generic projects and may not correlate to the learner's industry. Alternatively, appropriate workplace evidence can be provided for assessment. Workplace evidence must be relevant to the unit of competency requirements.

## Supervisor/assessor/third party report

This report allows the learner's supervisor to comment on the skills they have observed the learner demonstrate. These observable skills should align to the requirements of the unit of competency. If the learner doesn't have a supervisor, then the assessor or a third party can perform this task.

## RPL portfolio

Learners can submit a portfolio of recognition of prior learning (RPL) evidence to the assessor for assessment relevant to the unit of competency. SGC's RPL policy - <http://www.nda.com.au/traineeships/overview.asp>.

## SGC training course

SGC offers training courses that align to some units of competency. Assessment activities completed during these training courses can lead to competency in the aligned unit. During the induction learners will discuss with their assessor which training courses they will attend, ensuring the courses are relevant to their work. SGC assessment tools are mapped against the elements and performance criteria to confirm that the learner can show competency in each unit for the qualification. Critical aspects for assessment are included in the mapping process to ensure that all the essential skills are demonstrated. SGC encourages learners to submit evidence gathered prior to each assessment visit to their assessor. This allows the SGC assessor to identify any gaps in evidence and supply additional evidence, if required. Materials and equipment Learners will require access

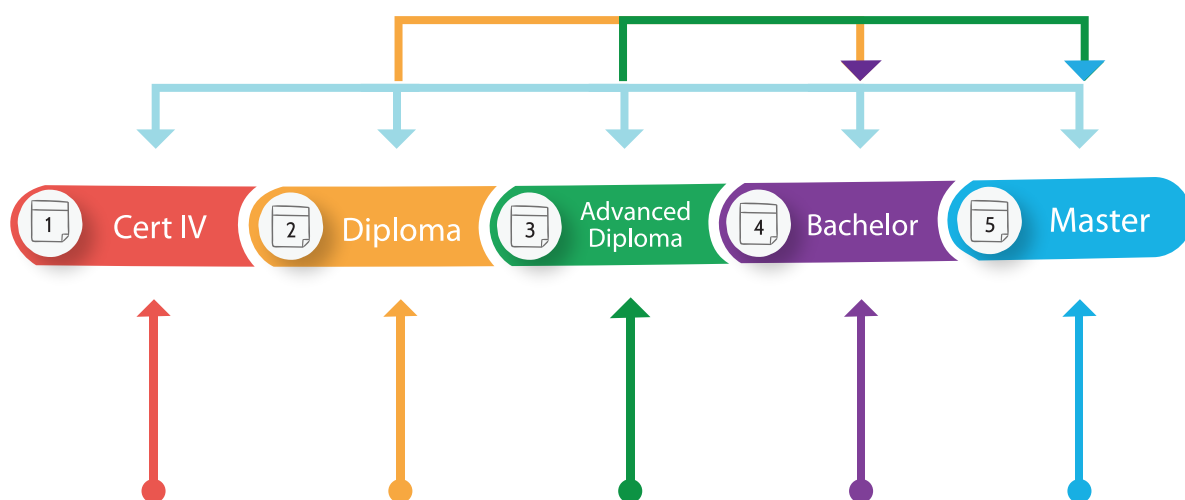
Students can make an appeal against an assessment decision by following the Complaints and Appeals Policy outlined in the Student Handbook. Appeals will be dealt with following the Complaints and Appeals Procedure.





## STUDY PATHWAY

All Sydney Global College courses are a pathway to University



To study Certificate IV, diploma and Advanced Diploma courses at SGC, International students need to have good English skills. Students must have IELTS score of 5.5 or equivalent.

Graduates from SGC Diploma courses may choose to continue their studies to SGC Advanced Diploma level, or

Graduates from SGC Advanced Diploma courses may choose to follow the articulation pathway to Bachelor degree.

# FEES AND REFUND ARRANGEMENTS

## Payment Schedule

The fees applicable to each course and category of student and fee payment schedules are detailed in the applicable Student Application Form. Contact the College to obtain details.

## Visa refusal

Visa refusal prior to course commencement will result in 100% refund of Tuition Fees paid in advance paid within 14 days.

## Student Default

An overseas student or intending overseas student “defaults”, in relation to a course at a location, if:

- a) the course starts at the location on the agreed starting day, but the student does not start the course on that day (and has not previously withdrawn); or
- b) the student withdraws from the course at the location (either before or after the agreed starting day); or
- c) the registered provider of the course refuses to provide, or continue providing, the course to the student at the location because of one or more of the following events:
  - the student failed to pay an amount he or she was liable to pay the College, directly or indirectly, in order to undertake the course;
  - the student breached a condition of his or her student visa;
  - misbehaviour by the student.

## Student requested refunds

Refund requests must be in writing, signed and dated by the student, and delivered to the College in person, by email or letter. Refund requirements when a student requests a refund are detailed in the applicable Written Agreement. Contact the College to obtain details.

## Provider Default (College delayed commencement, non-commencement, non-completion of delivery)

In the event that the College is unable to commence the course on time or deliver your course in full, the College will offer you a refund in respect of your enrolment. Refund requirements when the provider defaults on course delivery are detailed in the applicable Written Agreement. Contact the College to obtain details.

## Missed Payments

Students who do not make instalment payments by the due date will be excluded from attendance and have their enrolment suspended for the lesser of one week or until the missed instalment payment is made. If the missed instalment payment has not been made at the end of the one week suspension the student will have their enrolment cancelled.

## Fee Changes

Prior to a student enrolling fees may be altered without notice. Once a student has completed enrolment, fees will not be subject to change for the normal duration of the course. If a course length is extended by the student then any fee increases will be required to be paid for the extended component of the course.

## Tuition Protection Service

The Tuition Protection Service (TPS) is an initiative of the Australian Government to assist international students whose education providers are unable to fully deliver their course of study. The TPS ensures that international students are able to either:

- complete their studies in another course or with another education provider or
- receive a refund of their unspent tuition fees

The Tuition Protection Service website is <https://tps.gov.au/>





## HOW TO APPLY

- 1 Fill out an application form which can be downloaded from [www.sgc.edu.au](http://www.sgc.edu.au)
- 2 Prepare supporting documents: Passport, English level & Previous qualifications
- 3 Send you application form with your supporting documents to admission office for processing: All applications can be sent to [info@sgc.edu.au](mailto:info@sgc.edu.au)
- 4 If the student meets the entry requirements, a Letter of Offer and Invoice are issued by Sydney Global College
- 5 Student signs the Enrolment Agreement which is attached to Letter of Offer
- 6 Payment for the course according to the invoice
- 7 Confirmation of Enrolment (CoE) is Issued by Sydney Global College

## FAQ - FREQUENTLY ASKED QUESTIONS

Q. What is the length of General Intensive English course?

A. You can study General Intensive English from 4 to 54 weeks. SGC will assess your English level on your first day and place you into a class according to your English skills. For all the other courses (Vocational courses) please refer to the description in this brochure.

Q. Do I need to take the IELTS test to get into Vocational (VET) courses?

A. To study Vocational (VET) courses, you need an IELTS score of 5.5. You don't need to provide the IELTS score if you are continuing student at Sydney Global College and you have achieved Upper Intermediate Level in General Intensive English course.

Q. I have already done some of these subjects/units at another college, or at work. Do I need to study these subjects/units of the course again?

A. No. you can apply for RPL (Recognition of Prior Learning) if it is based on your work experience and for the Course Credit if it is based on studies completed at another Australian College (RTO).

Q. How can I pay my fees?

A. Payment can be made to Sydney Global College by following methods:

- Direct Deposit into SGC bank account (bank information on Letter of Offer)
- Cash payment at SGC admin office
- Transfer of fees from Overseas bank account to bank account
- Bank draft or bank cheque (Payable as listed on the bank fee document)



# SYDNEY GLOBAL COLLEGE

YOUR ACADEMIC FUTURE IS OUR MISSION  
Access to Higher Education

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



Sydney Global College

## SYDNEY GLOBAL COLLEGE

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CRICOS Provider Code : 03697D | RTO Code : 41587