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BSB20107
BSB 40207
BSB 51107

Business and Management Programme

CRICOS Course code: 067550E, 067551D and 067552C

This is a 1.5 YEARS programme to acquire the qualification of a Diploma of Management (60 weeks of tuition plus 18 weeks of holidays) and is a package of Certificate II and IV and Diploma courses. This provides a pathway of study for students who wish to develop their own knowledge and skills during the 78 weeks programme. International students are required to undertake full-time course work with at least 20 hours/week of classroom attendance. Australian students may choose either a full-time or part-time course.

Target Group

This programme caters for people who would like to gain skills in Management and Business, which will then provide them with job ready skills and knowledge as well as the opportunity to study at University.

Employability Skills Summary

There are three sets of employability skills for each of the qualifications (see the information sheets for the skill sets of each of the qualifications). This programme prepares you for work in business and management role. The skill sets are developed during training.

Entry Requirements

For International students, you have successfully completed Year 11 or equivalent and appropriate knowledge of English are essential. The College normally requires an overall IELTS score of 5.5 or TOEFL score of 530. However, depending on the student's country of origin, there are additional English requirements the student may need to meet to obtain a student visa. For more information please check with the Department of Immigration, and Citizenship (DIAC).

For Australian students, you have either (1) formal or informal education and training, (2) experiences in the workplace, (3) general life experience, and/or (4) any combination of the (1), (2), (3). The four entry options are related to the capacity to develop the skills and knowledge for a pathway to a role in general management for a small to medium size enterprise.

Accreditation

This qualification is a part of the nationally recognised Training Package BSB07. The qualification will be issued upon successful completion of the course. This programme is approved under the Australian Qualifications Framework (AQF).

Career Pathway (Articulation)

Students, who have successfully completed this programme and wish to enhance their knowledge in this area, may undertake an Advanced Diploma in Business or a Bachelors Degree in a University.

Training methods

All training includes face to face training of small groups, team projects, work shop activities, simulated workplace activities, computer based training (CBT) and e-learning through in-house and external servers.

Assessment

The units are assessed as a matrix using the following assessment methods: tests, observation (in the classroom and the workplace), project, role-play, portfolio analysis, interview, demonstration and presentation against the performance criteria and knowledge of the unit. The assessment will be conducted during and at the end of the unit delivery cluster and the total evidence will be used holistically to grade the student as "competent" or "not yet competent". The evidences submitted for assessment must be authentic, reliable, substantive and current. Students are entitled to one extra assessment event in case the first event was not successful.

Notification of Academic Progress

1. For any units of competency successfully completed, the student will get immediate feedback on all units completed to that date.
2. The College will issue a statement of attainment of units completed for special requirements such as an application to university or for a change of visa status.
3. For Students who completed a course, the College will issue a Certificate or Diploma and an academic transcript.

Course Progress

For International students, you are bound by Department of Education, Employment and Workplace Relations (DEEWR) and Department of Immigration and Citizenship (DIAC)'s requirements for course progress towards completion of the course on time. Regular reviews of student's progress are made to ensure that they are made to ensure that they are progressing in accordance with their particular course.

Issuing of Qualification and Statement of Attainment

At the end of the course, the College will issue an appropriate Qualification or a Statement of Attainment. This is based on the units of competency successfully completed in according to course rules.

List of Units

See the individual brochures of Certificate II, Certificate IV and Diploma of Management.

Recognition of Prior Learning (RPL)

Actual duration and thus the tuition fee depend on the course requirements that the student needs to undertake. Actual course requirements in turn depend on the relevant prior learning or experience which the student might have already acquired. Under such circumstances the student should contact the College for 'RPL' before enrolling in the course. RPL can only be applied either before the start of the course or within the first week of starting the course.

Overseas students should note that granting RPL may result in the shortening of the actual duration of their course. The College is required to inform the actual duration to visa authorities instead of the duration given earlier. There is a fee for RPL service. Please check with the College for details.

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*Dedicated
to achieving
excellence in
an environment
of integrity,
diversity and
tolerance.*

Features Of Oxford College

Location

Conveniently located in the heart of Sydney, Oxford College is well served by an excellent transport system including bus, train and light rail. It is surrounded by shopping centres, restaurants, theatre and sporting facilities.

The Facilities

The College provides the comprehensive facilities needed for successful study. In the classroom, we use educational equipment including overhead projectors, audio, video and CD players. Our college facilities include computer centres for both group and individual study.

Flexible Learning and Assessment Procedures

Flexibility

The assessment will be at a time and place specified in advance. The assessment methods are adaptable to any special needs e.g. physical disabilities of students.

Fairness

The assessment will not require skills that are not relevant to the learning outcomes and competencies or that are of a higher level than the learning outcomes and competencies.

Access and Equity Policy

The College supports laws and policies which eliminate discrimination and harassment and promote fair treatment for all. The College recognises the need to:

- identify and remove structural barriers to access and equity in education and training
- encourage the customisation of training delivery to suit the needs of all students and which are sensitive to cultural differences.

Provision For Language, Literacy and Numeracy Assessment

Language, literacy and numeracy skills underlie almost all areas of work to some extent. Language, literacy and numeracy competence may be central to satisfactory performance. Language, literacy and numeracy skills underpin all workplace communication and play an important part in the key competencies. The college will provide support for students who lack necessary language, literacy or numeracy skills, through our Specialty Language Centre.

Discipline Policy

Aim

The aim of this policy is to provide a framework in which students can develop the self-discipline necessary to be responsible and effective students in the school community.

Objectives

Students will know and understand the following:

- their rights and responsibilities as students
- the requirements and conditions of student visas.

Disciplinary Procedures

Step 1. Students who breach a responsibility for the first time, are spoken to privately by the teacher or counsellor (when asked by the teacher) and the incident is recorded on the student's file.

Step 2. If the problem recurs, the Director of Studies is notified and then interviews the student. Further notation is made on the student's file and the guardian will be notified.

Step 3. If the problem continues, the student is sent a warning letter with copies to the:

- Registrar
- guardian
- student file.

The student is also required to attend an interview with the Director of Studies and the Registrar.

Orientation Procedures

An Orientation session is held immediately prior to the commencement of the course at which students should be advised of the following aspects of the program:

- Levels and units to be studied
- Course dates
- Course costs
- Refund policies
- Attendance requirements
- Assessment methods
- Recognised Prior Learning (RPL)
- Grievance procedures
- Counselling
- Academic Progress
- Further Study

Grievance Procedures

Students are encouraged to discuss any problems initially with the teacher or the counsellor. If the problem cannot be resolved, it is then referred to the College's Director of Studies or Registrar. If the problem is still not resolved, students may write their complaints to the Chief Executive Officer. In the case where the problem can not be resolved within the College, students may take matters to any of the appropriate external agencies.

