SYDNEY METRO COLLEGE
Education Redefined

RTO NO: 41204; CRICOS CODE: 03427D

APPLY

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

A FEW REASONS TO CHOOSE US

DYNAMIC TEAM
Education with service

NATIONALLY RECOGNISED QUALIFICATIONS

QUALITY TEACHING
Passionate teachers who are professionals in their field

EXCELLENT FACILITIES & STUDENT SUPPORT
Great learning environment

GET IN TOUCH

SYDNEY CAMPUS
Level 2, 16-22 Wentworth Avenue,
Surry Hills, NSW 2010, Australia
TELEPHONE: +61 2 8937 0991, 1300 00 (4338)
EMAIL: admissions@sydneymetrocollege.edu.au

MELBOURNE CAMPUS
Level 5, 440 Elizabeth Street,
Melbourne, Victoria 3000, Australia
TELEPHONE: +61 3 9077 0758, 1300 00 (4338)
EMAIL: admissions@sydneymetrocollege.edu.au

DISCLAIMER

For the complete pre-enrolment information including current policies, procedures, fees, and eligibility regarding this course please refer to our website (www.sydneymetrocollege.edu.au) or contact one of our team members. Course information brochure may not be sufficient to make an enrolment decision.

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EMAIL US AT :
admissions@sydneymetrocollege.edu.au
marketing@sydneymetrocollege.edu.au

VISIT :
www.sydneymetrocollege.edu.au

BUSINESS

Sydney Metro College (SMC) is a unique and dynamic vocational institution, situated at the heart of Sydney & Melbourne city, With an emphasis on quality learning opportunities to students, SMC is committed to the agenda of 'Education Redefined', so as to prepare students for challenging business and accounting careers in Australia and abroad.

ACADEMIC YEAR/ START DATES

Year/Term	Term 1			Term 2			Term 3			Term 4		
	09 JAN	13 FEB	13 MAR	10 APR	15 MAY	12 JUN	10 JUL	14 AUG	11 SEP	09 OCT	13 NOV	11 DEC
2023	FNS40217 FNS50217 FNS60217	FNS40217 FNS50217 FNS60217	FNS40217 FNS50217 FNS60217	FNS40217 FNS50217 FNS60217	FNS40217 FNS50217 FNS60217	FNS40217 FNS50217 FNS60217	FNS40217 FNS50217 FNS60217	FNS40217 FNS50217 FNS60217	FNS40217 FNS50217 FNS60217	FNS40217 FNS50217 FNS60217	FNS40217 FNS50217 FNS60217	FNS40217 FNS50217 FNS60217

Year/Term	Term 1			Term 2			Term 3			Term 4		
	08JAN	12 FEB	11 MAR	08 APR	13 MAY	10 JUN	08 JUL	12 AUG	09 SEP	14 OCT	11 NOV	09 DEC
2024	FNS40217 FNS50217 FNS60217	FNS40217 FNS50217 FNS60217	FNS40217 FNS50217 FNS60217	FNS40217 FNS50217 FNS60217	FNS40217 FNS50217 FNS60217	FNS40217 FNS50217 FNS60217	FNS40217 FNS50217 FNS60217	FNS40217 FNS50217 FNS60217	FNS40217 FNS50217 FNS60217	FNS40217 FNS50217 FNS60217	FNS40217 FNS50217 FNS60217	FNS40217 FNS50217 FNS60217

BUSINESS

The business qualification prepares individuals for senior administrative or business services job roles. Our programmes are suited to individuals who possess considerable theoretical business skills and knowledge and wish to consolidate and build pathways to further education or employment opportunities. Students will also learn to support staff recruitment, selection, and induction, implement operational plans, analyse and present research information, and report on financial activity, enabling them to operate effectively in business support positions.

PATHWAYS

Potential employment options are as a manager, customer service or management support roles in various industry areas. Students who complete this course may wish to continue their education in a range of other higher-level qualifications.

ENTRY REQUIREMENTS

- Students must be over 18 years of age
- Student must have successfully completed Year 12 in Australia or overseas for undertaking the BSB60120 Advanced Diploma of Business.
- Student must have successfully completed Year 10 in Australia or overseas for undertaking the BSB40120 Certificate IV in Business
- Student must have completed a Diploma or Advanced Diploma from the BSB Training package (Current or superseded equivalent versions) or Have 2 years' equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.
- Students must have an IELTS score of 5.5 or above with no band lower than 5.0 or equivalent. Entry requirements will be checked at enrollment in line with the RTO's Student entry requirements, selection, enrollment and orientation policy.

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 include a blended learning practice including Sydney Metro College Learning Management System (Moodle).The 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.

RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER

If students have worked in this field before then, RPL allows the opportunity to be recognised for skills, experience and study that students may have already attained. To gain PL, one will need to contact the college for our RPL kit, which will guide the process of presenting the required evidence. Students who have completed corresponding units of competency and/or units contained within the packaging rules can apply for Credit Transfer.

BSB40120 CERTIFICATE IV IN BUSINESS

EMPLOYMENT OUTCOME
First Line Supervisor in a Bank or Credit Union, Payroll Clerk

Competency — CRICOS COURSE CODE 106342H

BSBCRT411	Apply critical thinking to work practices
BSBTEC404	Use digital technologies to collaborate in a work environment
BSBTWK401	Build and maintain business relationships
BSBWHS411	Implement and monitor WHS policies, procedures and programs
BSBWRT411	Write complex documents
BSBXCM401	Apply communication strategies in the workplace
BSBPEF402	Develop personal work priorities
BSBPEF502	Develop and use emotional intelligence
BSBCMM411	Make presentations
BSBOPS501	Manage personal and professional development
BSBOPS405	Organise business meetings
BSBPMG430	Undertake project work

Fees/ Duration

AUD 6,000
52 Weeks (Tuition fee)

AUD 100
Qualification (Course Material fee)

AUD 200
(Enrollment fee)

BSB60120 ADVANCED DIPLOMA OF BUSINESS

EMPLOYMENT OUTCOME
Assistant Accountants, Senior Financial Clerk, Office Manager

Competency — CRICOS COURSE CODE 106343G

BSBOPS601	Develop and Implement business plans
BSBTEC601	Review organisational digital strategy
BSBFIN601	Manageorganisationalfinances
BSBCRT611	Apply critical thinking for complex problem solving
BSBSUS601	Lead corporate social responsibility
BSBHRM614	Contribute to strategic workforce planning
BSBLDR601	Lead and manage organisational change
BSBINS601	Manage knowledge and information
BSBSUS511	Develop workplace policiesand procedures for sustainability
BSBSTR601	Manage innovation and continuous improvement

Fees/ Duration

AUD 6,000
52 Weeks (Tuition fee)

AUD 100
Qualification (Course Material fee)

AUD 200
(Enrollment fee)