

Diploma of

# Accounting

National Course Code:

**FNB50202**

## General Information

The course is designed to provide practical training for participants in the accounting discipline.

The program is based upon the principles of competency based assessment and flexible delivery, which offer participants greater flexibility to enter into, progress through, and exit from the program in a manner that suits their needs.

## Career Opportunities

The program provides practical training for a variety of positions such as payroll clerk, audit clerk, tax clerk, cost clerk, bookkeeper, and other clerical duties, which require minimal supervision while working with a professional accountant and others which require the services of a para-professional.

## Mode of Study and Location

This program is provided at the SMB and Horsham Campuses on a full-time basis over one year or part-time equivalent. Part-time study programs are normally conducted during the evening.

It can be undertaken either on-campus or off-campus, or as a combination of both. It can also be undertaken during the day or evening, or as a combination of both.

## Flexible Delivery/Off-Campus Study

Some units in this course are available in an off-campus study mode, and this course is provided on a flexible delivery basis. For further information contact the Off-campus Centre or the Course Co-ordinator listed overleaf.

## Entry Requirements

Current Year 12 students - satisfactory completion of the VCE.

All other applicants will be considered for eligibility on the basis of previous life experience, work history and educational background.

Course entry requirements take into account the wide range of backgrounds and experiences of applicants. Special consideration will be given to applicants whose educational opportunities have been adversely affected by economic hardship, disability, illness, family problems, geographic isolation or non-English speaking background.

## Course Structure

This course can be structured in a variety of ways. Please contact the number listed under 'Course Enquiries' for information on the structure of this course.

## Course Content

Unit Code	Core Industry units of competency
FNBFS01B	Work within a financial services context
FNBFS02A	Communication in the workplace
FNBFS03B	Work as part of a team
FNBFS04B	Use technology in the workplace
FNBFS05A	Apply health and safety practices in the workplace
FNBFS06B	Resolve customer complaints

Unit Code	Pre-requisite units of competency
FNBFIN61B	Prepare and bank receipts
FNBFIN65B	Process journal entries
BSBADM308A	Process payroll
FNBACC21A	Set up and operate a computerised accounting system
BSBADMN408A	Prepare financial reports
BSBCMN308A	Maintain financial records

Unit Code	Core units of competency (5 units)
FNBACC02B	Prepare income tax returns
FNBACC03B	Manage budgets and forecasts
FNBACC04B	Prepare financial reports for a reporting entity
FNBACC30A	Provide management accounting information
FNBACC06B	Implement and maintain internal control procedures

Unit Code	Electives (at least 3 units to be chosen)
FNBACC01B	Provide financial and business performance information
or	
FNBACC05B	Establish and maintain accounting systems

## Plus at least two of the following

FNBACC32A	Maintain asset and inventory records
FNBACC31A	Prepare financial statements
FNBACC29A	Make decisions in a legal context
FNBACC22A	Process business tax requirements

**Total Nominal Hours****825**

## Assessment

Competency based training is concerned with assisting people to gain specific competencies which are contained in the Training Package, and required in the workplace. A student will be assessed by performing set tasks at specified standards under prescribed conditions.

## **Fees**

Enrolment fees are payable at the time of enrolment. For further information a Fees and Charges leaflet is available from the Student Centre.

## **Recognition of Prior Learning**

If what you have learned at work, from other courses, from life experience or training provided at work is relevant to this course, you may be entitled to gain subject credits or exemptions. For further details contact the staff listed under 'Course Enquiries'.

## **Application Information**

Students seeking a place in this course should contact the staff listed under 'Course Enquiries' to obtain information and/or make an appointment for interview.

All applicants must complete an enrolment form and pay their fees at the Student Centre before the enrolment process is complete. All enrolments must first be approved by the relevant department.

## **Course Enquiries**

For further course information contact:

### **Horsham Campus**

Pina Wallis

School of Business Services - Business Administration

Telephone (03) 5362 2631

Certificate II in

# Business

National Course Code: **BSB20101**

## General Information

This nationally accredited Training Package is offered by the School of Business Services.

The course aims to train students to:

- Develop specific competencies required by employees in the office/clerical and reception areas.
- Develop a range of administrative/technical/business skills which will be applicable to the office environment.

## Career Opportunities

Students who fulfil the requirements of this course will be eligible to apply for careers in administration as a receptionist, secretary, office/personal/executive assistant, switchboard/word processor operator, office supervisor/manager.

## Mode of Study and Location

This package is offered via a range of methods:

- FastTrack (for those applicants presently in the workforce)
- Flexi-learn

### Flexi Learn/Off campus – Horsham Campus.

All units available. Contact the Course Co-ordinator on (03) 5362 2726.

### Flexible Delivery/Off-Campus Study – SMB Campus

All units are available in an off-campus study mode. For further information contact the Off Campus Centre on (03) 5327 8224.

## Entry Requirements

All applicants will be considered for eligibility on the basis previous life experience, work history and educational background.

Selection will be based on the above criteria established at an interview with personnel from the School of Business Services.

## Course Structure

This course can be structured in a variety of ways to suit the student. Please contact the number listed under 'Course Enquiries' for information on the structure of this course.

## Course Content

Unit Code	Module
BSBCMN 104A	Plan skills development #
BSBCMN 201A	Work effectively in a business environment* #
BSBCMN 202A	Organise and complete daily work activities* #
BSBCMN 203A	Communicate in the workplace* #
BSBCMN 205A	Use business technology * #
BSBCMN 206A	Process and maintain workplace information * #
BSBCMN 207A	Prepare and process financial business documents * #
BSBCMN 208A	Provide information to clients #
BSBCMN 211A	Participate in workplace safety procedures * #
BSBCMN 212A	Handle mail * #
BSBCMN 213A	Produce simple wordprocessed documents * #
BSBCMN 214A	Create and use simple spreadsheets * #
BSBCMN 108A	Develop keyboard skills * #
BSBCMN208A	Deliver service to customers *

\* Units offered at Horsham  
# Units offered at SMB

<b>Total Nominal Horsham Hours</b>	<b>355</b>
<b>Total Nominal SMB Hours</b>	<b>375</b>

## Assessment

Competency based training is concerned with assisting people to gain specific competencies which are required in the workplace. This course has been designed to meet the particular skills and knowledge appropriate to this vocational area. A student will be assessed by performing set tasks at specified standards, under prescribed conditions.

## Fees

Enrolment fees are payable at the time of enrolment. For further information a Fees and Charges leaflet is available from the Student Centre.

## Recognition of Prior Learning

If what you have learned at work, from other courses, from life experience or training provided at work is relevant to this course, you may be entitled to gain subject credits or exemptions. For further details contact the staff listed under 'Course Enquiries'.

## Application Information

Students seeking a place in this course should contact the staff listed under 'Course Enquiries' to obtain information and/or make an appointment for interview.

All applicants must complete an enrolment form and pay their fees at the Student Centre before the enrolment process is complete. All enrolments must first be approved by the relevant department.

### **Course Enquiries**

For further course information contact:

#### **Ararat Campus**

Lynda Curran  
School of Business Services - Business Administration  
Telephone (03) 5355 3026

#### **Horsham Campus**

Jenny Croft  
School of Business Services - Business Administration  
Telephone (03) 5362 2726

#### **SMB Campus - Ballarat**

Liz Quinn  
School of Business Services - Business Administration  
Telephone (03) 5327 8281

#### **Stawell Campus**

Lynda Curran  
School of Business Services - Business Administration  
Telephone (03) 5355 3026

Certificate III in

# Business Administration

National Course Code: **BSB30201**

## General Information

This nationally accredited Training Package is offered by the School of Business Services.

The course aims to train students to:

- Develop specific competencies required by employees in the office/clerical and reception areas.
- Develop a range of administrative/technical/business skills which will be applicable to the office environment

## Career Opportunities

Students who fulfil the requirements of this course will be eligible to apply for careers in administration as a receptionist, secretary, office/personal/executive assistant, switchboard/word processor operator, office supervisor/manager.

## Mode of Study and Location

- Full time – 1 semester
- Part-time
- FastTrack (for those applicants presently in the workforce)
- Flexi-learn

## Flexible Learn/Off Campus Study – Horsham Campus

All units are available. Contact the Course Co-ordinator on (03) 5362 2726.

## Flexible Delivery/Off-Campus Study – SMB Campus

The units on this course leaflet are available in an off-campus study mode. For further information contact the Off-campus Centre on (03) 5327 8224.

## Entry Requirements

All applicants will be considered for eligibility on the basis previous life experience, work history and educational background.

Selection will be based on the above criteria established at an interview with personnel from the School of Business Services & Primary Industries (TAFE).

## Course Structure

This course can be structured in a variety of ways to suit the student. Please contact the number listed under 'Course Enquiries' for information on the structure of this course.

## Course Content

Unit Code	Core Competencies
BSBADM 302A	Produce texts form notes #
BSBADM 303A	Produce texts from audio transcription #
BSBADM 304A	Design and develop text documents * #
BSBADM 305A	Create and use databases #
BSBADM 306A	Electronic presentations #
BSBADM 307A	Organise schedules * #
BSBADM 308A	Process payroll * #
BSBADM 209A	Provide information to clients #
BSBADM 214A	Create simple spreadsheets #
BSBADM 305A	Organise workplace information * #
BSBADM 308A	Maintain financial records #
BSBCMN 311A	Maintain workplace safety * #
BSBCMN 306A	Produce business documents *
BSBADM 309A	Process accounts payable and receivable *
BSBADM 310A	Maintain a General Ledger *
BSBFLM 303A	Contribute to effective workplace relationships *
BSBCMN 203A	Communicate in the workplace *
BSBCMN 212A	Handle mail *
Plus	
BSBCMN 105A	Use Business Equipment * (Pre course unit)

\* Units offered at Horsham

# Units offered at SMB

<b>Total Nominal Horsham Hours</b>	<b>550</b>
<b>Total Nominal SMB Hours</b>	<b>435</b>

## Assessment

Competency based training is concerned with assisting people to gain specific competencies which are required in the workplace. This course has been designed to meet the particular skills and knowledge appropriate to this vocational area. A student will be assessed by performing set tasks at specified standards, under prescribed conditions.

## Fees

Enrolment fees are payable at the time of enrolment. For further information a Fees and Charges leaflet is available from the Student Centre.

### **Recognition of Prior Learning**

If what you have learned at work, from other courses, from life experience or training provided at work is relevant to this course, you may be entitled to gain subject credits or exemptions. For further details contact the staff listed under 'Course Enquiries'.

### **Application Information**

Students seeking a place in this course should contact the staff listed under 'Course Enquiries' to obtain information and/or make an appointment for interview.

All applicants must complete an enrolment form and pay their fees at the Student Centre before the enrolment process is complete. All enrolments must first be approved by the relevant department.

### **Course Enquiries**

For further course information contact:

#### **Ararat Campus**

Lynda Curran  
School of Business Services - Business Administration  
Telephone (03) 5355 3026

#### **Horsham Campus**

Jenny Croft  
School of Business Services - Business Administration  
Telephone (03) 5362 2726

#### **SMB Campus - Ballarat**

Teresa Bates  
School of Business Services - Business Administration  
Telephone (03) 5327 8281

Certificate IV in

# Business Administration

National Course Code: **BSB40201**

## General Information

This nationally accredited Training Package is offered by the School of Business Services.

The course aims to train students to:

- Develop specific competencies required by personal assistants and project managers;
- Develop a range of administrative/technical/business skills applicable to the office environment.

## Career Opportunities

This course provides extensive training in office/business administration, developing a range of administrative/technical/business skills applicable to the office environment and leads to work as an office administrator, personal assistant, project manager, and/or executive assistant.

## Mode of Study and Location

This package is offered via a range of methods:

- Full time – 1 semester
- Part-time
- FastTrack (for those applicants presently in the workforce)
- Flexi-learn

### Flexi Learn/Off Campus Study – Horsham Campus

Contact the Course Co-ordinator on (03) 5362 2726.

### Flexible Delivery/Off Campus Study – SMB Campus

For further information contact the Off Campus Centre on (03) 5327 8224.

## Entry Requirements

All applicants will be considered for eligibility on the basis previous life experience, work history and educational background.

Selection will be based on the above criteria established at an interview with personnel from the School of Business Services.

## Course Structure

This course can be structured in a variety of ways to suit the student. Please contact the number listed under 'Course Enquiries' for information on the structure of this course.

## Course Content

Unit Code	Core Competencies
BSBADM 402A	Produce complex business documents * #
BSBADM 403A	Develop and use complex databases #
BSBADM 404A	Develop and use complex spreadsheets * #
BSBADM 405A	Organise meetings #
BSBADM 406A	Organise business travel #
BSBADM 407A	Administer projects * #
BSZ404A	Train small groups #
BSBADN 304A	Contribute to personal skills #
BSBCMN 405A	Analyse and present research information * #
BSBCMN 409A	Promote products and services #
BSBADM 408A	Prepare financial reports *
BSBCMN 410A	Coordinate implementation of customer service strategies *
BSBCMN 413A	Implement and monitor environmental policies *
BSBFLM 404A	Lead work teams *
BSBHR 404A	Coordinate human resource services *
BSBRKG 403A	Set up a business or records system for a small office *

\* Units offered at Horsham

# Units offered at SMB

<b>Total Nominal Horsham Hours</b>	<b>440</b>
<b>Total Nominal SMB Hours</b>	<b>340</b>

## Assessment

Competency based training is concerned with assisting people to gain specific competencies which are required in the workplace. This course has been designed to meet the particular skills and knowledge appropriate to this vocational area. A student will be assessed by performing set tasks at specified standards, under prescribed conditions.

## Fees

Enrolment fees are payable at the time of enrolment. For further information a Fees and Charges leaflet is available from the Student Centre.

## Recognition of Prior Learning

If what you have learned at work, from other courses, from life experience or training provided at work is relevant to this course, you may be entitled to gain subject credits or exemptions. For further details contact the staff listed under 'Course Enquiries'.

## Application Information

Students seeking a place in this course should contact the staff listed under 'Course Enquiries' to obtain information and/or make an appointment for interview.

All applicants must complete an enrolment form and pay their fees at the Student Centre before the enrolment process is complete. All enrolments must first be approved by the relevant department.

### **Course Enquiries**

For further course information contact:

#### **Ararat Campus**

Lynda Curran  
School of Business Services - Business Administration  
Telephone (03) 5355 3026

#### **Horsham Campus**

Jenny Croft  
School of Business Services - Business Administration  
Telephone (03) 5362 2726

#### **SMB Campus - Ballarat**

Teresa Bates  
School of Business Services - Business Administration  
Telephone (03) 5327 8281

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Diploma of

# Business Administration

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National Course Code: **BSB50201**

## General Information

This nationally accredited Training Package is offered by the School of Business Services.

Students undertake training to develop specific competencies required by executive assistants in both the private and public sector

## Career Opportunities

This course provides extensive training in office/business administration, developing a range of administrative/technical/business skills applicable to the office environment and leads to work as an office administrator, personal assistant, project manager, and/or executive assistant.

## Mode of Study and Location

This package is offered via a range of methods:

- FastTrack (for those applicants presently in the workforce)
- Flexi-Learn

### Flexi Learn/Off Campus Study - Horsham

For further information contact the Course Co-ordinator on (03) 5362 2726.

### Flexible Delivery/Off Campus Study – SMB Campus

For further information contact the Off Campus Centre on (03) 5327 8224.

## Entry Requirements

All applicants will be considered for eligibility on the basis of previous life experience, work history and educational background.

Selection will be based on the above criteria established at an interview with personnel from the School of Business Services.

## Course Structure

This course can be structured in a variety of ways to suit the student. Please contact the number listed under 'Course Enquiries' for information on the structure of this course.

## Course Content

Requirements: 8 units must be completed as follows:  
A minimum of 5 units from the Specialist Administration units listed below.

Unit Code	Core Modules
BSBADM501A	Manage the establishment and maintenance of a workgroup network * #
BSBADM502A	Manage meetings * #
BSBADM503A	Plan and manage conferences * #
BSBADM504A	Plan or review administration systems * #
BSBADM505A	Manage payroll * #
BSBADM506A	Manage business document design and development * #

And 3 units from Business Services Training Package listed below.

Unit Code	Core Modules
BSBCMN411A	Monitor a safe workplace #
BSBMGT501	Market services & concepts to internal customers #
BSBMGT502A	Manage people performance #
BSBHR504A	Manage industrial relations, politics & processes #
SBSMGT506A	Recruit, select and induct staff #
BSBHR506A	Manage recruitment selection and induction processes *
BSBMGT504A	Manage budgets and financial plans *
BSZ404A	Train small groups *

\* Units offered at Horsham  
# Units offered at SMB

**Total Nominal Horsham Hours: 380**  
**Total Nominal SMB Hours: 290 – 380**

## Assessment

Competency based training is concerned with assisting people to gain specific competencies which are required in the workplace. This course has been designed to meet the particular skills and knowledge appropriate to this vocational area. A student will be assessed by performing set tasks at specified standards, under prescribed conditions.

## Fees

Enrolment fees are payable at the time of enrolment. For further information a Fees and Charges leaflet is available from the Student Centre.

## Recognition of Prior Learning

If what you have learned at work, from other courses, from life experience or training provided at work is relevant to this course, you may be entitled to gain subject credits or exemptions. For further details contact the staff listed under 'Course Enquiries'.

## Application Information

Students seeking a place in this course should contact the staff listed under 'Course Enquiries' to obtain information and/or make an appointment for interview.

All applicants must complete an enrolment form and pay their fees at the Student Centre before the enrolment process is complete. All enrolments must first be approved by the relevant department.

### **Course Enquiries**

For further course information contact:

#### **Horsham Campus**

Jenny Croft

School of Business Services - Business Administration

Telephone (03) 5362 2726

#### **SMB Campus - Ballarat**

Teresa Bates

School of Business Services - Business Administration

Telephone (03) 5327 8281

Diploma of

# Business

## (Human Resources)

National Course Code: **BSB50801**

### General Information

The Diploma is designed to provide the learner with knowledge that will be useful in supporting their work role and to provide a basis for further skill development in Human Resource Management.

The course is relevant to:

- business owners/managers/supervisors who have human resource management responsibility
- for professionals working in the area of human resource management seeking to gain a formal qualification
- individuals aspiring to start a career in human resource management
- individuals aspiring to gain a promotion
- individuals seeking a pathway into tertiary study
- lifelong learners.

Human Resource Management now assumes that all facets of personnel management are integrated and strategically linked to business goals and objectives. Globalisation, more sophisticated technology and telecommunications, have demanded new jobs in vastly different work environments. Human Resource Management today is increasingly becoming more innovative in the overall management of business workforce in areas of recruitment, human resource development, performance appraisal, remuneration and return to work programs.

The new innovative role of human resource managers is not just to rigidly implement a preconceived business strategy but to create an environment in which the appropriate strategy is likely to emerge. The concept of a 'HR value chain' is emerging for all professionals with human resource management responsibilities.

The Diploma of Business (Human Resources) is part of the Business Services Training Package that has been designed to allow an individual to plan and construct career pathways for diverse futures, to put together the optimum suite of marketable skills for a labour market that is increasingly casualised. In every unit of the course, there is the opportunity for the learner to participate in improving processes and working smarter.

### Mode of Study and Location

Flexible class times to meet the needs of individuals and industry. Classes will be offered in a mixture of modes: weekly evening class, block mode and some weekend classes.

### Entry Requirements

There are no formal education pre-requisites for entry into the Diploma of Business (Human Resources).

### Course Structure

The course is offered on-campus.

### Course Content

Unit Code	Module
HR501A	Manage Human Resource consultancy services
HR504A	Manage industrial relations policies and processes
HR505A	Manage remuneration and employee benefits
HR506A	Manage recruitment selection and induction processes
HR507A	Manage separation/termination
HR508A	Manage work/life skills
HR509A	Manage rehabilitation/return to work programs
MGT605A	Provide leadership across the organisation
CMN104A	Plan skills development

**Total Nominal Hours** **480**

### Assessment

A mixture of classroom activities, assignments, reports and formal presentations are used to assess learners' competence. In some cases it may be possible for assessment to be undertaken in either an actual workplace or a closely simulated workplace environment.

### Fees

Enrolment fees are payable at the time of enrolment. For further information a Fees and Charges leaflet is available from the Student Centre.

### Recognition of Prior Learning

If what you have learned at work, from other courses, from life experience or training provided at work is relevant to this course, you may be entitled to gain subject credits or exemptions. For further details contact the staff listed under 'Course Enquiries'.

### Application Information

Students seeking a place in this course should contact the staff listed under 'Course Enquiries' to obtain information and/or make an appointment for interview.

All applicants must complete an enrolment form and pay their fees at the Student Centre before the enrolment process is complete. All enrolments must first be approved by the relevant department.

### Course Enquiries

Lyndall Cooper  
 School of Business Services - Business Administration  
 Telephone: 5327 8136  
 Email: l.cooper@ballarat.edu.au

Advanced Diploma of

# Business (Legal Practice)

National Course Code: **20055VIC**

### General Information

The aim of this course is to provide opportunities for participants to become involved in the legal profession or related occupations at a para-professional level.

### Career Opportunities

Participants would usually seek employment in para-professional legal functions in law firms, or legal departments in either the public or private sectors.

### Industry Recognition

The course meets the requirements of the Institute of Legal Executives. For membership details contact:

The Secretary, Institute of Legal Executives (Vic)  
PO Box 17, Market Street Post Office  
Melbourne, 8007  
Telephone (03) 9808 7159

### Mode of Study and Location

The course is offered at the SMB Campus on a full-time basis over 18 months. It is also available on a part-time basis.

### Flexible Delivery / Off-Campus Study

The units marked with an asterisk (\*) on this course leaflet are available in an off-campus study mode. (A materials fee is payable per unit). For further information contact the Off-campus Centre on (03) 5327 8224 or the Course Co-ordinator listed overleaf.

### Entry Requirements

Current Year 12 students - satisfactory completion of the VCE.

All other applicants will be considered for eligibility on the basis of previous life experience, work history and educational background.

### Course Structure

This course can be structured in a variety of ways. Please contact the number listed under 'Course Enquiries' for information on the structure of this course.

### Course Content

#### Unit Code Modules - FIRST YEAR

##### Semester 1

VBD238	Legal Process *
VBD235	Law of Contract *
VBD236	Property Law *
VBD237	Law of Torts *
NCS009	Negotiation Skills *
NCS015	Presenting Reports *
NCS010	Team Building Communication *
ITF306-A	Business & Presentation Graphics
NOS118	Computer Operations – Data Retrieval
NOS213	Computer Operations

NOS222	Word Processing – Introduction
NOS304	Word Processing – Advanced Operations
NGMS106	Managing Effective Working Relationships *
NOS110	Occupational Health & Safety *

##### Semester 2

NAP719-A	Accounting for Non Accountants *
VBD228	Commercial Law
VBD246	The Conveyancing Process *
VBD224	Consumer Protection Law *
VBD234	Criminal Law
VBD239	Civil Procedures *
NOS216	Spreadsheet Fundamentals
NOS250	Introduction to the Internet
VBD230	Family Law *

**Total Nominal Hours – 1<sup>st</sup> Year 805**

#### Unit Code Modules - SECOND YEAR

##### Semester 3

VBJ370	Career Planning and Skills Assessment
VBD219	Land Contracts *
NAP722X	Economics for Business*
VBD217	Probate and Administration *
VBD227	Mortgages, Leases and Contracts *
VBD233	Law of Evidence *
VBJ206	Identify Potential Clients and Provide Advice on Service
VBJ207	Practice in a Legal Environment

**Total Nominal Hours – 2<sup>nd</sup> Year 352**

### Assessment

A mixture of classroom activities, assignments, reports and formal presentations are used to assess students.

### Fees

Enrolment fees are payable at the time of enrolment. For further information a Fees and Charges leaflet is available from the Student Centre.

### Recognition of Prior Learning

If what you have learned at work, from other courses, from life experience or training provided at work is relevant to this course, you may be entitled to gain subject credits or exemptions. For further details contact the staff listed under 'Course Enquiries'.

### Application Information

Students seeking a place in this course should contact the staff listed under 'Course Enquiries' to obtain information and/or make an appointment for interview.

All applicants must complete an enrolment form and pay their fees at the Student Centre before the enrolment process is complete. All enrolments must first be approved by the relevant department.

### Course Enquiries

For further course information contact:

#### SMB Campus - Ballarat

Brian Woodruff  
School of Business Services - Business Administration  
Telephone (03) 5327 8211

Diploma of

# Business Management

**Certificate IV in Business Management**National Course Code **BSB 41101****Diploma of Business Management**National Course Code: **BSB 50401****General Information**

These courses aim to develop management skills in the areas of people management, finance, OH&S requirements in the workplace, teams, marketing, business planning and industrial relations.

Participants for whom the units should be relevant fall into broad categories. These include:

- individuals aspiring to careers requiring management competencies;
- first level managers drawn from technically experienced staff;
- owner/operators of Small Businesses;
- recent graduates given management roles or responsibilities;
- professionals from a wide range of disciplines who have had little management experience, and/or those whose role requires the acquisition and development of management skills, knowledge, and attributes;
- those wishing to upgrade skills in line with best practice.

**Career Opportunities**

The program offers graduates the opportunity to acquire, enhance and fine tune their managerial skills to apply in their existing role or to move into a role with more responsibility.

**Modes of Study and Location**

These courses are offered on a part-time basis. There is some flexibility available in the mode of delivery. Part-time evening classes are available. Some units are available in off-campus mode.

**Entry Requirements**

There are no formal education pre-requisites for entry into this course, however to qualify for admission applicants must be able to:

- participate in group environments;
- give and receive instructions;
- read and write English competently;
- possess a reasonable grasp of mathematical functions;
- and have basic computing skills.

**Course Structure**

These courses can be structured in a variety of ways to accommodate particular needs of the student. Please contact the number listed under 'Course Enquiries' for further information. Completion and attainment of competence in the units offered will allow application for the Diploma qualification.

**Course Content****Certificate IV in Business Management**

BSBCMNM 402A	Develop work priorities *
BSBCMNM 405A	Analyse and present research information *
BSBCMNM 407A	Coordinate business resources *
BSBCMNM 408A	Report on financial activity *
BSBCMNM 410A	Coordinate implementation of customer service strategies *
BSBCMNM 411A	Monitor a safe workplace *
BSBCMNM 412A	Promote innovation and change *
BSBFLM 404A	Lead work teams *
BSBSBM 407A	Manage a small team *

**Total Nominal Horsham Hours** **410**

**Diploma of Business Management**

BSBMGT502A	Manage people performance * #
BSBMGT507S	Manage environmental performance * #
BSBMGT504A	Manage budgets and financial plans * #
BSBMGTA501A	Market services and concepts to internal customers #
BSBMGT506A	Recruit, select and induct staff * #
BSBHR504A	Manage industrial relations policies and processes * #
BSBFLM411A	Monitor a safe workplace #
BSBBM404A	Undertake business planning #
BSBMGT505A	Ensure a safe workplace *
BSBFLM505A	Manage operational plan *
BSBFLM507A	Manage Quality customer service *

\* Units offered at Horsham

# Units offered at SMB

**Total Nominal Horsham Hours** **480**

**Total Nominal SMB Hours** **450**

**Fees**

Enrolment fees are payable at the time of enrolment. For further information a Fees and Charges leaflet is available from the Student Centre.

**Recognition of Prior Learning**

If what you have learned at work, from other courses, from life experience or training provided at work is relevant to this course, you may be entitled to gain subject credits or exemptions. For further details contact the staff listed under 'Course Enquiries'.

## **Application Information**

Students seeking a place in this course should contact the staff listed under 'Course Enquiries' to obtain information and/or make an appointment for interview.

All applicants must complete an enrolment form and pay their fees at the Student Centre before the enrolment process is complete. All enrolments must first be approved by the relevant department.

## **Course Enquiries**

For more detailed course information contact:

### **Ararat Campus:**

School of Business Services - Business Administration  
Telephone (03) 5352 2662

### **Horsham Campus:**

Jenny Croft  
School of Business Services - Business Administration  
Telephone (03) 5362 2726

### **SMB Campus:**

Richard Fraser  
School of Business Services - Business Administration  
Telephone (03) 5327 8215

### **Stawell Campus:**

School of Business Services - Business Administration  
Telephone (03) 5361 0230

Advanced Diploma of

# Business Management

National Course Code:

**BSB60201**

## General Information

This course aims to develop management skills in the areas of leadership, people management, OH&S requirements in the workplace, self-management, entrepreuneuring, innovating, marketing, quality and industrial relations.

Participants for whom the units should be relevant fall into broad categories. These include:

- individuals aspiring to careers requiring management competencies;
- first level or higher managers drawn from technically experienced staff;
- owner/operators of Small Businesses;
- recent graduates given management roles or responsibilities;
- professionals from a wide range of disciplines who have had little management experience, and/or those whose role requires the acquisition and development of management skills, knowledge, and attributes;
- those wishing to upgrade skills in line with best practice.

## Career Opportunities

The program offers graduates the opportunity to acquire, enhance and fine tune their managerial skills to apply in their existing role or to move into a role with more responsibility.

## Modes of Study and Location

This course is offered on a part-time basis at the SMB Campus. There is some flexibility available in the mode of delivery. Part-time evening classes are available. Some units are available in off-campus mode.

## Entry Requirements

There are no formal education pre-requisites for entry into this course, however to qualify for admission applicants must be able to:

- participate in group environments;
- give and receive instructions;
- read and write English;
- possess a reasonable grasp of mathematical functions;
- and have appropriate industrial experience.

## Course Structure

Completion and attainment of competence in the eight units offered will allow application for the Advanced Diploma qualification.

## Course Content

BSBMGT602A	Contribute to the Development and Implementation of Strategic Plans
BSBMGT601A	Contribute to Strategic Direction
BSBMGT604A	Manage Business Operations
BSBMGT605A	Provide leadership Across the Organisation
BSBMGT608A	Manage Innovation and Continuous Improvement
BSBHR601A	Manage Change
BSBHR508A	Manage Work/Life Skills
BSBNK603A	Manage the Marketing Process

**Total Nominal Hours****470**

## Assessment

### Competency Based Training

Competency Based Training is concerned with assisting people to gain specific competencies that are required in the workplace. This course has been designed to meet the particular skills and knowledge appropriate to this vocational area. A student will be assessed as Competent or Not Competent by performing set tasks at specified standards, under prescribed conditions.

The program is based upon the principles of competency based assessment and flexible delivery, which offer participants with greater flexibility to enter into, progress through, and exit from the program in a manner that suits their needs.

## Fees

Enrolment fees are payable at the time of enrolment. For further information a Fees and Charges leaflet is available from the Student Centre.

## Recognition of Prior Learning

If what you have learned at work, from other courses, from life experience or training provided at work is relevant to this course, you may be entitled to gain subject credits or exemptions. For further details contact the staff listed under 'Course Enquiries'.

## Application Information

Students seeking a place in this course should contact the staff listed under 'Course Enquiries' to obtain information and/or make an appointment for interview.

All applicants must complete an enrolment form and pay their fees at the Student Centre before the enrolment process is complete. All enrolments must first be approved by the relevant department.

## Course Enquiries

For more detailed course information contact:

### SMB Campus

Richard Fraser

School of Business Services - Business Administration

Telephone: (03) 5327 8215

Advanced Diploma of

# Business Management

*With electives in Agriculture*

National Course Code:  
with electives from

**BSB60201**  
**RUA98**

## General Information

This program is primarily designed for managers of rural enterprises (eg. farming businesses) who have a significant amount of experience (in excess of 3 years) in managing a farming business, but who may have had little or no formal training in business management.

This FastTrack option will focus on the business management skills specific to farming businesses within a range of agricultural industries. All business units of study are contextualised to agricultural industry sectors.

## Career Opportunities

The program offers graduates the opportunity to acquire, enhance and fine tune their managerial skills to apply in their existing role or to move into a role with more responsibility for farm business management. Managerial skills acquired through this course are transferable to careers in business including agribusiness.

This is a nationally recognised qualification that also offers pathways into postgraduate management studies.

## Mode of Study and Location

The course will be delivered from suitable venues located central to study groups. Study groups will consist of at least 12 participants who will take part in a series of workshops and tutorials. The program will be scheduled over a 7 – 8 month period. Learning processes will include research, case studies and work-based projects aligned to participants' actual workplace experiences and activities. Participants will also be encouraged to form discussion groups to assist their learning and development. Participants will have access to additional help desk support by telephone and fax and where appropriate online resources and reference materials.

## Entry Requirements

Initially, applicants will take part in an interview to ascertain their individual needs and understandings of the program. Participants will then carry out a self-evaluation of their skills to assist in the development of an appropriate program of learning and recognition.

Each participant will be provided with an individual development plan and, if necessary, a program for gap training.

All participants will be assessed for competence to BSBMGT505A Ensure a safe workplace.

## Course Structure

The course consists of 8 units [7 core units + 1 elective]. These units will be taken from the Business Services Training Package with electives offered from the Agriculture Training Package.

Total Nominal Hours: 440 to 480

## Course Content

Unit Code	Modules – Core Units
BSBHR508A	Manage work/life skills
BSBMGT601A	Contribute to strategic direction
BSBMGT604A	Manage business operations
BSBMGT608A	Manage innovation and continuous improvement
BSBMGT602A	Contribute to the development and implementation of strategic plans
BSBMGT605A	Provide leadership across the organization

## Electives (Choose one)

BSBMKG603A	Manage the marketing process
RUAAG6203BMA	Plan succession, retirement and an estate
RUAAG6204BMA	Trading in commodities, products and prices
RUAAG6205BMA	Install a total quality management system
BSBMGT610A	Manage environmental management systems
*BSBMGT603A	Review and develop business plans

## \*Note:

The capstone (integrating) unit is listed last to indicate its role in tying the package together through a tangible outcome for the farm business, although work on the project (plan) will run throughout the program.

## Assessment

Assessment will be carried out through oral presentations and written reports and also involve compilation of a Portfolio of evidence. Presentations and written reports will be the culmination of research and work-based projects. The assessment process also involves the initial self-evaluation.

## Fees

Enrolment fees are payable at the time of enrolment. For further information a Fees and Charges leaflet is available from the Student Centre.

### **Recognition of Prior Learning**

If what you have learned at work, from other courses, from life experience or training provided at work is relevant to this course, you may be entitled to gain subject credits or exemptions. For further details contact the staff listed under 'Course Enquiries'.

### **Application Information**

Students seeking a place in this course should contact the staff listed under 'Course Enquiries' to obtain information and/or make an appointment for interview.

All applicants must complete an enrolment form and pay their fees at the Student Centre before the enrolment process is complete. All enrolments must first be approved by the relevant department.

### **Course Enquiries**

For further course information contact:

#### **Horsham Campus**

School of Business Services - Business Administration  
Telephone (03) 5362 2600

#### **SMB Campus**

School of Business Services - Business Administration  
Telephone 1300 859 200

Robyn Grigg

School of Business Services – Primary Industries  
Telephone (03) 5327 8228

#### **All Campuses**

Email: [fasttrack@ballarat.edu.au](mailto:fasttrack@ballarat.edu.au)

Diploma of

# Business (Marketing)

## Certificate IV in Business (Marketing)

National Course Code **BSB40701**

## Diploma of Business (Marketing)

National Course Code **BSB50701**

### General Information

The Diploma of Business (Marketing) is a one year full-time course or part-time equivalent. On completion participants are eligible to receive the **Certificate IV in Business (Marketing)**.

Participants who successfully complete both semesters within this course will gain employment opportunities in the following areas:

- Sales/Sales Management,
- Marketing/Marketing Administration; and
- Similar positions in small and large businesses or community organisations.

Students who successfully complete this course may wish to use this qualification to gain credits towards a Bachelor of Management (Marketing) degree with the School of Business at the Mount Helen Campus.

### Career Opportunities

Graduates can expect to gain employment in the marketing and sales areas in firms and organisations of varying sizes. The opportunity to work in sales, sales management, marketing or marketing administration is all-available to graduates of this diploma. Many students study part time while they are working and are able to gain promotions or new positions as a result of their increased knowledge and skills.

### Mode of Study and Location

This course is offered at the SMB Campus on a full-time or part-time basis. It will be delivered as:

- Lectures/tutorials – Tutors and participants meet for detailed learning.
- Presentations
- Discussions and exercises to prepare for and revisit seminar topics etc.

### Flexible Delivery/Off-Campus Study

For further information contact the Off-Campus Centre on (03) 5327 8224.

### Entry Requirements

Current Year 12 students - satisfactory completion of the VCE. All other students will be considered for eligibility on the basis of previous life experience, work history and educational background.

### Course Structure

The course is delivered in two semesters:

#### Semester One

When completed, entitles participants' to the Certificate IV in Business (Marketing).

#### Semester Two

When completed, entitles participants' to the Diploma in Business (Marketing). This requires an additional 300 hours (about 1000 hours in total) of study.

### Course Content

#### Certificate IV in Business (Marketing)

##### Competencies from the Marketing Domain

Unit Code	Competency – Semester One
BSBMKG 301A	Research the market
BSBMKG 302A	Identify marketing opportunities
BSBMKG 401A	Profile the market
BSBMKG 402A	Analyse consumer behaviour for specific markets
BSBMKG 406A	Build client relationships
BSBMKG 407A	Make a presentation

##### Competencies from the Common Business Domain

BSBCMN 404A	Develop teams and individuals
BSBCMN 409A	Promote Products and Services
BSBCMN 410A	Coordinate implementation of customer service strategies
ICAITU 006B	Operate computing packages

**Total Nominal Hours** **470**

#### Diploma of Business (Marketing)

##### Competencies from the Marketing Domain

Unit Code	Competency – Semester Two
BSBMKG 501A	Evaluate marketing opportunities
BSBMKG 502A	Establish and adjust the marketing mix
BSBMKG 503A	Develop a marketing communications plan
BSBMKG 504A	Implement a marketing solution
BSBMKG 505A	Review marketing performance

##### Plus one competency from the Marketing Domain

BSBMKG 604A	Develop and manage direct marketing campaigns
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##### Plus two competencies from the Management Domain

BSBMBT 503A	Prepare budgets and financial plans
BSBMGT 605A	provide leadership across the organisation

**Total Nominal Hours** **480**

### Assessment

A mixture of classroom activities, assignments, reports and formal presentations are used to assess students.

## **Fees**

Enrolment fees are payable at the time of enrolment. For further information a Fees and Charges leaflet is available from the Student Centre.

## **Recognition of Prior Learning**

If what you have learned at work, from other courses, from life experience or training provided at work is relevant to this course, you may be entitled to gain subject credits or exemptions. For further details contact the staff listed under 'Course Enquiries'.

## **Application Information**

Students seeking a place in this course should contact the staff listed under 'Course Enquiries' to obtain information and/or make an appointment for interview.

All applicants must complete an enrolment form and pay their fees at the Student Centre before the enrolment process is complete. All enrolments must first be approved by the relevant department.

## **Course Enquiries**

For further course information contact:

### **SMB Campus - Ballarat**

Lyndall Cooper  
School of Business Services - Business Administration  
Telephone (03) 5327 8136

### **Off-Campus Enquiries**

Off-Campus Co-ordinator  
Telephone (03) 5327 8224

Certificate IV in

# Business (Small Business Management)

National Course Code: **BSB40401**

## General Information

This course provides skills in management, financial planning, human resource management, marketing strategy and business planning for people from small to medium businesses. It is suitable for supervisors, new and existing employees and people wanting to enter into a small business. Opportunities to customise this course to form a particular work outcome are available.

## Career Opportunities

The Certificate IV in Business (Small Business Management) is an approved apprenticeship scheme and is offered as a flexible workplace based learning program. This course is designed to provide the skills that are required to own and operate a Small to Medium Small Business. Formalisation of skills learnt can increase career opportunities.

## Mode of Study and Location

This course is offered at Horsham, Stawell and Ararat in a mix of study options offered on Campus, as tutorials, and individual and group work. Delivery options can be discussed with course coordinators.

## Entry Requirements

There are no formal entry requirements for this course.

## Course Structure

Qualification rules apply for this course. This course requires 10 units completed competently, that contribute and combine to form a work outcome. Please contact the course coordinator for more information.

## Course Content

A training plan will be devised with relevant units to contribute and combine to form a work outcome for the applicant's situation.

Unit Code	Module
SBM301A	Research business opportunities
SBM401A	Establish business and legal requirements
SBM402A	Undertake financial planning
SBM403A	Promote the business
SBM404A	Undertake business planning
SBM405A	Monitor and manage business operations
SBM406A	Manage finances

SBM407A	Manage a small team
FLM404A	Lead work teams
CMN402A	Develop work priorities
CMN409A	Promote products and services
CMN410A	Coordinate implementation of customer service strategies

## Assessment

Competency Based Training is concerned with assisting people to gain specific competencies required in the workplace. This course has been designed to meet the particular skills and knowledge of this area. A student will be assessed by performing set tasks at specified standards under prescribed conditions. Assessment will be in the form of a work outcome and discussed with you by the course coordinator.

## Fees

Enrolment fees are payable at the time of enrolment. For further information a Fees and Charges leaflet is available from the Student Centre.

## Recognition of Prior Learning

If what you have learned at work, from other courses, from life experience or training provided at work is relevant to this course, you may be entitled to gain subject credits or exemptions. For further details contact the staff listed under 'Course Enquiries'.

## Application Information

Students seeking a place in this course should contact the staff listed under 'Course Enquiries' to obtain information and/or make an appointment for interview.

All applicants must complete an enrolment form and pay their fees at the Student Centre before the enrolment process is complete. All enrolments must first be approved by the relevant department.

## Course Enquiries

For further course information contact:

### Ararat/Stawell Campus

Don Gardiner  
School of Business Services - Business Administration  
Telephone (03) 5358 7233  
Email [d.gardiner@ballarat.edu.au](mailto:d.gardiner@ballarat.edu.au)

### Horsham Campus

School of Business Services - Business Administration  
Telephone (03) 5362 2704

Melissa Curran  
New Apprenticeship Coordinator  
School of Business Services - Business Administration  
Telephone (03) 5362 2640  
Email [m.curran@ballarat.edu.au](mailto:m.curran@ballarat.edu.au)

Certificate III in

# Financial Services (Accounts Clerical)

National Course Code: **FNB30302**

*This course is subject to extension of the University of Ballarat's Scope of Registration.*

## General Information

The course is designed to provide practical training for participants in the accounting discipline. It is being offered on a national basis.

The program is based upon the principles of competency based assessment and flexible delivery, which offer participants greater flexibility to enter into, progress through, and exit from the program in a manner that suits their needs.

## Career Opportunities

This qualification is designed to reflect the role of entry level employees working in accounting who perform routine duties such as:

- Accounts payable/Accounts receivable
- Payroll
- Cashier
- Preparation of Trial Balance
- Bookkeeping
- Cash receipts/Cash payments
- Purchases and sales
- Manual and computerised systems
- Preparation of financial reports

## Articulation Pathways

On satisfactory completion of the Certificate III in Financial Services (Accounts Clerical) students may be eligible for exemptions in units from a degree program.

## Mode of Study and Location

This program is provided at the SMB Campus on a full-time basis over 6-12 months or part-time equivalent. Part-time study programs are normally conducted during the evening.

It can be undertaken either on-campus or off-campus, or as a combination of both. It can also be undertaken during the day or evening, or as a combination of both.

## Flexible Delivery/Off-Campus Study

The units marked with an asterisk (\*) on this course leaflet are available in an off-campus study mode. For further information contact the Off-campus Centre on (03) 5327 8224.

## Entry Requirements

Current Year 12 students - satisfactory completion of the VCE.

All other applicants will be considered for eligibility on the basis of previous life experience, work history and educational background.

Course entry requirements take into account the wide range of backgrounds and experiences of applicants. Special consideration will be given to applicants whose educational opportunities have been adversely affected by economic hardship, disability, illness, family problems, geographic isolation or non- English speaking background.

## Course Structure

This course can be structured in a variety of ways. Please contact the number listed under 'Course Enquiries' for information on the structure of this course.

## Course Content

Unit Code	Unit Title
FNBFS01B	Work within a financial services context*
FNBFS02A	Communication in the workplace *
FNBFS03B	Work as part of a team *
FNBFS04B	Use technology in the workplace
FNBFS05A	Apply health & safety practices in the workplace
FNBFS06B	Resolve customer complaints *
BSBCMN214A	Create and use simple spreadsheets
BSBCMN207A	Prepare & process financial business documents
FNBFIN61A	Prepare & bank receipts
FNBFIN65B	Process journal entries
BSBCMN308A	Maintain financial records
BSBADM408A	Prepare financial reports
BSBADM308A	Process payroll
FNBACC21A	Set up and operate a computerised accounting system
FNBACC22A	Process business tax requirements

**Total Nominal Hours****525**

## Assessment

The method of assessment will vary between modules but generally comprises of tests and assignments.

## Fees

Enrolment fees are payable at the time of enrolment. For further information a Fees and Charges leaflet is available from the Student Centre.

### **Recognition of Prior Learning**

If what you have learned at work, from other courses, from life experience or training provided at work is relevant to this course, you may be entitled to gain subject credits or exemptions. For further details contact the staff listed under 'Course Enquiries'.

### **Application Information**

Students seeking a place in this course should contact the staff listed under 'Course Enquiries' to obtain information and/or make an appointment for interview.

All applicants must complete an enrolment form and pay their fees at the Student Centre before the enrolment process is complete. All enrolments must first be approved by the relevant department.

### **Course Enquiries**

For further course information contact:

#### **SMB Campus**

Liz Heffernan

School of Business Services - Business Administration

Telephone (03) 5327 8282

Certificate IV in

# Financial Services (Accounting)

National Course Code

FNB40602

*This course is subject to extension of the University of Ballarat's Scope of Registration.*

## General Information

The course is designed to provide practical training for participants in the accounting discipline. It is being offered on a national basis.

The program is based upon the principles of competency based assessment and flexible delivery, which offer participants greater flexibility to enter into, progress through, and exit from the program in a manner that suits their needs.

## Career Opportunities

This qualification is designed to reflect the role of employees who perform duties such as:

- Completing BAS and other office taxes
- Operational reporting
- Producing of basic management reports
- Producing basic job costing reports
- Preparing budgets
- Supervising the operation of computer based systems
- Classifying, recording and reporting of accounting information
- Maintaining inventory records
- Managing a small office

## Articulation Pathways

On satisfactory completion of the Certificate IV in Financial Services (Accounting) students may be eligible for exemptions in units from a degree program.

## Mode of Study and Location

This program is provided at the SMB Campus on a full-time basis over 6-12 months or part-time equivalent. Part-time study programs are normally conducted during the evening.

It can be undertaken either on-campus or off-campus, or as a combination of both. It can also be undertaken during the day or evening, or as a combination of both.

## Flexible Delivery/Off-Campus Study

The units marked with an asterisk (\*) on this course leaflet are available in an off-campus study mode. For further information contact the Off-campus Centre on (03) 5327 8224.

## Entry Requirements

Current Year 12 students - satisfactory completion of the VCE.

All other applicants will be considered for eligibility on the basis of previous life experience, work history and educational background.

Course entry requirements take into account the wide range of backgrounds and experiences of applicants. Special consideration will be given to applicants whose educational opportunities have been adversely affected by economic hardship, disability, illness, family problems, geographic isolation or non-English speaking background.

## Course Structure

This course can be structured in a variety of ways. Please contact the number listed under 'Course Enquiries' for information on the structure of this course.

## Course Content

Unit Code	Unit Title
FNBACC31A	Prepare Financial Statements
FNBACC24A	Prepare Operational Budgets
FNBACC03B	Manage Budgets and Forecasts
FNBACC29A	Make Decisions in a Legal Context
FNBACC23A	Produce Job Costing Information
FNBACC30A	Provide Management Accounting Information
FNBACC32A	Maintain Assets and Inventory Records
FNBACC01B	Provide Financial and Business Performance Information
BSBADM404A	Develop and Use Complex Spreadsheets
FNBFIN70A	Prepare Financial Forecasts and Projections
FNBACC22A	Process Business Tax Requirements

**Total Nominal Hours**

**510**

## Assessment

The method of assessment will vary between modules but generally comprises of tests and assignments.

## Fees

Enrolment fees are payable at the time of enrolment. For further information a Fees and Charges leaflet is available from the Student Centre.

### **Recognition of Prior Learning**

If what you have learned at work, from other courses, from life experience or training provided at work is relevant to this course, you may be entitled to gain subject credits or exemptions. For further details contact the staff listed under 'Course Enquiries'.

### **Application Information**

Students seeking a place in this course should contact the staff listed under 'Course Enquiries' to obtain information and/or make an appointment for interview.

All applicants must complete an enrolment form and pay their fees at the Student Centre before the enrolment process is complete. All enrolments must first be approved by the relevant department.

### **Course Enquiries**

For further course information contact:

#### **SMB Campus**

Liz Heffernan

School of Business Services - Business Administration

Telephone (03) 5327 8282