



**TRISON BUSINESS COLLEGE**

# **INTERNATIONAL STUDENT COURSE INFORMATION HANDBOOK**

**TRISON BUSINESS COLLEGE**

Level 1, 32 Grenfell Street Adelaide South Australia 5000  
Telephone: +61 8 8410 6134 Facsimile: +61 8 8410 6135  
enquiry@trison.com.au [www.trison.com.au](http://www.trison.com.au)  
CRICOS Provider Code: 02359G

# Contents

Introduction .....	1
Certificate II in Business .....	2
Certificate III in Business .....	3
Certificate III in Business Administration .....	4
Certificate III in Micro Business Operations .....	5
Certificate III in International Trade .....	6
Certificate IV in Business .....	7
Certificate IV in Business Administration .....	8
Certificate IV in Frontline Management .....	9
Certificate IV in Human Resources .....	10
Certificate IV in Project Management .....	11
Certificate IV in Small Business Management .....	12
Certificate IV in International Trade .....	13
Certificate IV in Marketing .....	14
Diploma of Business .....	15
Diploma of Business Administration .....	16
Diploma of Human Resources Management .....	17
Diploma of Management .....	18
Diploma of Project Management .....	19
Diploma of International Business .....	20
Diploma of Marketing .....	21
Diploma of Accounting .....	22
Advanced Diploma of Management .....	23
Advanced Diploma of Business .....	24
Advanced Diploma of Business (Human Resources) .....	25
How to Apply .....	26
Enrolment Form .....	27

This handbook contains information on the courses offered by Trison Business College to international students. If you would like information on the College's Academic Policies, they can be viewed on our website at: [www.trison.com.au](http://www.trison.com.au) or a copy of the policies can be obtained from our reception areas.

The information in this handbook was correct at the time of printing. It may be necessary for the College to vary courses, session times, and/or the cost of courses from time to time. Please confirm all course details with the College before enrolling.

## INTRODUCTION

Trison Business College is a Registered Training Organisation (RTO). As a nationally-approved RTO, Trison Business College delivers high quality, accredited and recognised training to Australian and International Students.

Trison Business College prides itself on being a professional training organisation, providing personal service, assessments, and quality training products that are tailored to suit each individual student. Classes are conducted in a friendly environment and class sizes are restricted to a maximum of 15 students per teacher. This ensures that the College offers a high quality service to its students.

Courses are offered on a continuous intake basis so students can commence their course at any time.

All of Trison Business College's friendly staff have relevant qualifications in the fields in which they train and are always eager to ensure that all students receive the best possible learning outcome.



The College is a member of the Australian Council for Private Educators and Trainers (ACPET). As a member of ACPET, the College participates in the Tuition Assurance Scheme which guarantees that course fees from International Students are protected.

As a provider of training services to international students Trison Business College also arranges many support services for students, including airport transfers, accommodation assistance, and comprehensive induction and familiarisation programs.

Trison Business College is located in the beautiful and safe city of Adelaide. This peaceful yet energetic city is famed for its festivals, graceful buildings, parks and gardens and its superb selection of fresh foods and cuisines from around the world.

With a population of just 1.2 million people, Adelaide is also a city that is very easy to get around. Most places – from the city attractions to the beautiful beaches and hills – are only a few minutes by bus, tram or train. It's a great city for walking around too. Adelaide is home to three world-class universities and its higher education system is recognised for its quality.

# Certificate II in Business

(CRICOS Course Code: 066676K)

The Certificate II in Business offers a range of introductory computing and clerical skills. It is suitable for people who are entering the workplace for the first time or for people who have never worked in an office environment before. Upon successful completion of this course students could be employed in occupations such as Clerical Assistant, Administrative Assistant or Customer Service Operator.

<b>Entry Requirements:</b>	Good English skills. An IELTS score of 5.5, or equivalent, is required. All course books are written in English. Assignments must be submitted in English.
<b>Duration:</b>	20 weeks.
<b>Commencement Date:</b>	Courses can be commenced at any time.
<b>Cost:</b>	AUD \$3,500.00.

## Course Content:

A total of 12 units must be completed to achieve the qualification.

Core unit (1):

- Participate in OHS processes

Elective units (choose 11 of the following):

- Deliver a service to customers
- Work effectively in a business environment
- Process and maintain workplace information
- Handle mail
- Contribute to workplace innovation
- Communicate in the workplace
- Produce simple word processed documents
- Create and use spreadsheets
- Communicate electronically
- Participate in environmentally sustainable work practices
- Organise and complete daily work activities
- Work effectively with others
- Use business technology
- Maintain daily financial/business records

# Certificate III in Business

(CRICOS Course Code: 066677J)

The Certificate III in Business offers a broad range of skills in office/clerical, computing, communication and organisational areas.

<b>Entry Requirements:</b>	Good English skills. An IELTS score of 5.5, or equivalent, is required. All course books are written in English. Assignments must be submitted in English.
<b>Duration:</b>	26 weeks.
<b>Commencement Date:</b>	Courses can be commenced at any time.
<b>Cost:</b>	AUD \$5,000.00.

## Course Content:

A total of 12 units must be completed to achieve the qualification.

Core unit (1):

- Participate in OHS processes

Elective units (choose 11 of the following):

- Deliver and monitor a service to customers
- Work effectively with diversity
- Maintain financial records
- Maintain business resources
- Organise workplace information
- Promote innovation in a team environment
- Process customer complaints
- Create and use databases
- Create electronic presentations
- Design and produce text documents
- Produce spreadsheets
- Design and produce business documents
- Produce desktop published documents
- Recommend products and services
- Implement and monitor environmentally sustainable work practices
- Organise personal work priorities and development
- Write simple documents

# Certificate III in Business Administration

(CRICOS Course Code: 066678G)

The Certificate III in Business focuses on developing a wide range of computer skills for use in an office/business environment.

<b>Entry Requirements:</b>	Good English skills. An IELTS score of 5.5, or equivalent, is required. All course books are written in English. Assignments must be submitted in English.
<b>Duration:</b>	26 weeks.
<b>Commencement Date:</b>	Courses can be commenced at any time.
<b>Cost:</b>	AUD \$5,000.00.

## Course Content:

A total of 13 units must be completed to achieve the qualification.

Core units (2):

- Participate in OHS processes
- Develop keyboarding speed and accuracy

Administration units (choose at least 7 of the following):

- Process payroll
- Process accounts payable and receivable
- Maintain a general ledger
- Organise schedules
- Create electronic presentations
- Design and produce text documents
- Produce spreadsheets
- Design and produce business documents
- Produce desktop published documents
- Write simple documents

Elective units (choose the remaining units from the following):

- Deliver and monitor a service to customers
- Work effectively with diversity
- Maintain financial records
- Maintain business resources
- Organise workplace information
- Contribute to workplace innovation
- Process customer complaints
- Create and use databases
- Monitor a safe workplace
- Recommend products and services
- Participate in environmentally sustainable work practices
- Use business technology
- Organise personal work priorities and development

# Certificate III in Micro Business Operations

(CRICOS Course Code: 066679G)

This qualification reflects the role of skills operators who apply a broad range of competencies in varied micro business contexts, using some discretion and judgement and relevant theoretical knowledge. They may provide technical advice and support to a small team.

<b>Entry Requirements:</b>	Completion of High School Leaving Certificate, Year 11, Matayom 6, or Senior Middle 2. Good English skills. An IELTS score of 5.5, or equivalent, is required. All course books are written in English. Assignments must be submitted in English.
<b>Duration:</b>	26 weeks.
<b>Commencement Date:</b>	Courses can be commenced at any time.
<b>Cost:</b>	AUD \$5,000.00.

## Course Content:

A total of 10 units must be completed to achieve the qualification.

Core units (5):

- Investigate micro business opportunities
- Develop a micro business proposal
- Organise finances for the micro business
- Determine resource requirements for the micro business
- Comply with regulatory, taxation and insurance requirements for the micro business

Elective units (choose 5 of the following):

- Deliver and monitor a service to customers
- Review and maintain a website
- Maintain financial records
- Process accounts payable and receivable
- Recruit, select and induct staff
- Promote innovation in a team environment
- Establish networks
- Organise personal work priorities and development

# Certificate III in International Trade

(CRICOS Course Code: 066680C)

The Certificate IV in International Trade is a highly flexible course with a large range of electives, enabling participants to customise the course to suit. Upon successful completion of the course participants could expect employment opportunities in occupations such as Frontline Manager, Office Administrator, Executive Assistant or Project Officer.

<b>Entry Requirements:</b>	Completion of High School Leaving Certificate, Year 11, Matayom 6, or Senior Middle 2. Good English skills. An IELTS score of 5.5, or equivalent, is required. All course books are written in English. Assignments must be submitted in English.
<b>Duration:</b>	26 weeks.
<b>Commencement Date:</b>	Courses can be commenced at any time.
<b>Cost:</b>	AUD \$5,000.00.

## Course Content:

A total of 12 units must be completed to achieve the qualification.

Core units (6):

- Monitor a safe workplace
- Apply knowledge of the international trade environment to complete work
- Apply knowledge of legislation relevant to international trade to complete work
- Organise the importing and exporting of goods
- Assist in the international transfer of services
- Prepare business documents for the international trade of goods

Elective units (choose 6 of the following):

- Deliver and monitor a service to customers
- Maintain financial records
- Maintain business resources
- Organise workplace information
- Process customer complaints
- Design and produce business documents
- Recommend products and services
- Organise personal work priorities and development
- Write simple documents

# Certificate IV in Business

(CRICOS Course Code: 066681B)

The Certificate IV in Business is a highly flexible course with a large range of electives, enabling participants to customise the course to suit. Upon successful completion of the course participants could expect employment opportunities in occupations such as Frontline Manager, Office Administrator, Executive Assistant or Project Officer.

<b>Entry Requirements:</b>	Completion of High School Leaving Certificate, Year 11, Matayom 6, or Senior Middle 2. Good English skills. An IELTS score of 5.5, or equivalent, is required. All course books are written in English. Assignments must be submitted in English.
<b>Duration:</b>	40 weeks.
<b>Commencement Date:</b>	Courses can be commenced at any time.
<b>Cost:</b>	AUD \$7,500.00.

## Course Content:

A total of 10 units must be completed to achieve the qualification.

Core unit (1):

- Monitor a safe workplace

Elective units (choose 9 of the following):

- Coordinate implementation of customer service strategies
- Address customer needs
- Review and maintain a website
- Report on financial activity
- Organise meetings
- Coordinate business resources
- Provide innovation in a team environment
- Design databases
- Design and develop complex text documents
- Develop and use complex spreadsheets
- Produce complex desktop published documents
- Develop teams and individuals
- Undertake marketing activities
- Manage projects
- Establish networks
- Analyse and present research information
- Write complex documents

# Certificate IV in Business Administration

(CRICOS Course Code: 066682A)

The Certificate IV in Business develops advanced office skills and enables students to develop introductory management and business skills. It is suitable for people wanting to work in occupations such as Supervisor, Office Administrator, Executive Assistant, or Personal Assistant.

<b>Entry Requirements:</b>	Completion of High School Leaving Certificate, Year 11, Matayom 6, or Senior Middle 2. Good English skills. An IELTS score of 5.5, or equivalent, is required. All course books are written in English. Assignments must be submitted in English.
<b>Duration:</b>	40 weeks.
<b>Commencement Date:</b>	Courses can be commenced at any time.
<b>Cost:</b>	AUD \$7,500.00.

## Course Content:

A total of 10 units must be completed to achieve the qualification.

Core administration units (choose at least 5 of the following units):

- Prepare financial reports
- Organise meetings
- Organise business travel
- Design databases
- Design and develop complex text documents
- Develop and use complex spreadsheets
- Produce complex desktop published documents
- Write complex documents

Elective units (choose the remaining units from the following):

- Coordinate implementation of customer service strategies
- Address customer needs
- Review and maintain a website
- Report on financial activity
- Coordinate business resources
- Provide innovation in a team environment
- Promote products and services
- Undertake marketing activities
- Monitor a safe workplace
- Establish networks
- Analyse and present research information

# Certificate IV in Frontline Management

(CRICOS Course Code: 066683M)

The Certificate IV in Frontline Management is ideally suited to anyone who is responsible for workplace leadership and organisational improvement.

**Entry Requirements:** Completion of High School Leaving Certificate, Year 11, Matayom 6, or Senior Middle 2. Good English skills. An IELTS score of 5.5, or equivalent, is required. All course books are written in English. Assignments must be submitted in English.

**Duration:** 40 weeks.

**Commencement Date:** Courses can be commenced at any time.

**Cost:** AUD \$7,500.00.

## Course Content:

A total of 10 units must be completed to achieve the qualification.

Core units (4):

- Show leadership in the workplace
- Implement operational plan
- Monitor a safe workplace
- Promote team effectiveness

Elective units (choose 6 of the following):

- Coordinate implementation of customer service strategies
- Address customer needs
- Report on financial activity
- Coordinate business resources
- Promote innovation in a team environment
- Implement continuous improvement
- Promote products and services
- Manage projects
- Establish networks
- Analyse and present research information
- Establish effective workplace relationships
- Develop work priorities
- Write complex documents

# Certificate IV in Human Resources

(CRICOS Course Code: 066684K)

In today's highly competitive market driven environment, the skills and knowledge development of an organisation is being increasingly recognised as the key to growth and long term survival.

This course integrates training and development to improve individual, group and organisational effectiveness.

<b>Entry Requirements:</b>	Completion of High School Leaving Certificate, Year 11, Matayom 6, or Senior Middle 2. Good English skills. An IELTS score of 5.5, or equivalent, is required. All course books are written in English. Assignments must be submitted in English.
<b>Duration:</b>	40 weeks.
<b>Commencement Date:</b>	Courses can be commenced at any time.
<b>Cost:</b>	AUD \$7,500.00.

## Course Content:

A total of 10 units must be completed to achieve the qualification.

Core units (4):

- Review human resources functions
- Recruit, select and induct staff
- Support performance management process
- Implement industrial relations procedures

Elective units (choose 6 of the following):

- Address customer needs
- Report on financial activity
- Organise meetings
- Organise business travel
- Promote innovation in a team environment
- Design databases
- Develop and use complex spreadsheets
- Produce complex desktop published documents
- Monitor a safe workplace
- Establish networks
- Analyse and present research information
- Establish effective workplace relationships
- Promote team effectiveness
- Write complex documents

# Certificate IV in Project Management

(CRICOS Course Code: 066685J)

This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyse 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.

<b>Entry Requirements:</b>	Completion of High School Leaving Certificate, Year 11, Matayom 6, or Senior Middle 2. Good English skills. An IELTS score of 5.5, or equivalent, is required. All course books are written in English. Assignments must be submitted in English.
<b>Duration:</b>	40 weeks.
<b>Commencement Date:</b>	Courses can be commenced at any time.
<b>Cost:</b>	AUD \$7,500.00.

## Course Content:

A total of 8 units must be completed to achieve the qualification.

Core units (8):

- Apply project scope management techniques
- Apply time management techniques
- Apply cost management techniques
- Apply quality management techniques
- Apply human resources management approaches
- Apply communications management techniques
- Apply risk management techniques
- Apply contract and procurement procedures

# Certificate IV in Small Business Management

(CRICOS Course Code: 066686G)

This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of small business contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others, and have responsibility for the output of others.

<b>Entry Requirements:</b>	Completion of High School Leaving Certificate, Year 11, Matayom 6, or Senior Middle 2. Good English skills. An IELTS score of 5.5, or equivalent, is required. All course books are written in English. Assignments must be submitted in English.
<b>Duration:</b>	40 weeks.
<b>Commencement Date:</b>	Courses can be commenced at any time.
<b>Cost:</b>	AUD \$7,500.00.

## Course Content:

A total of 10 units must be completed to achieve the qualification.

### Core units (4):

- Establish legal and risk management requirements of small business
- Plan small business finances
- Market the small business
- Undertake small business planning

### Elective units (choose 6 of the following):

- Originate and develop concepts
- Coordinate implementation of customer service strategies
- Address customer needs
- Review and maintain a website
- Report on financial activity
- Promote innovation in a team environment
- Promote products and services
- Undertake marketing activities
- Manage projects
- Establish networks
- Build client relationships and business networks
- Analyse and present research information
- Monitor and manage small business operations
- Manage small business finances
- Manage a small team
- Set up and operate a computerised accounting system

## Certificate IV in International Trade

(CRICOS Course Code: 066687G)

The Certificate IV in International Trade is a highly flexible course with a large range of electives, enabling participants to customise the course to suit. Upon successful completion of the course participants could expect employment opportunities in occupations such as Frontline Manager, Office Administrator, Executive Assistant or Project Officer.

<b>Entry Requirements:</b>	Completion of High School Leaving Certificate, Year 11, Matayom 6, or Senior Middle 2. Good English skills. An IELTS score of 5.5, or equivalent, is required. All course books are written in English. Assignments must be submitted in English.
<b>Duration:</b>	40 weeks.
<b>Commencement Date:</b>	Courses can be commenced at any time.
<b>Cost:</b>	AUD \$7,500.00.

### Course Content:

A total of 10 units must be completed to achieve the qualification.

Core unit (4):

- Research international business opportunities
- Plan for international trade
- Research international markets
- Market goods and services internationally

Elective units (choose 6 of the following):

- Coordinate implementation of customer service strategies
- Report on financial activity
- Coordinate business resources
- Make a presentation
- Design and develop complex text document
- Develop teams and individuals
- Implement operational plan
- Implement continuous improvement
- Promote products and services
- Monitor a safe workplace
- Establish effective workplace relationships
- Analyse and present research information
- Establish networks
- Identify risk and apply risk management processes
- Promote team effectiveness

# Certificate IV in Marketing

(CRICOS Course Code: 067000B)

The Certificate IV in Business is a highly flexible course with a large range of electives, enabling participants to customise the course to suit. Upon successful completion of the course participants could expect employment opportunities in occupations such as Frontline Manager, Office Administrator, Executive Assistant or Project Officer.

<b>Entry Requirements:</b>	Completion of High School Leaving Certificate, Year 11, Matayom 6, or Senior Middle 2. Good English skills. An IELTS score of 5.5, or equivalent, is required. All course books are written in English. Assignments must be submitted in English.
<b>Duration:</b>	40 weeks.
<b>Commencement Date:</b>	Courses can be commenced at any time.
<b>Cost:</b>	AUD \$7,500.00.

## Course Content:

A total of 10 units must be completed to achieve the qualification.

Core units (4):

- Make a presentation
- Profile the market
- Analyse consumer behaviour for specific markets
- Conduct market research

Elective units (choose 6 of the following):

- Address customer needs
- Review and maintain a website
- Manage budgets and financial plans
- Create and use databases
- Promote products and services
- Undertake marketing activities
- Develop product knowledge
- Establish networks
- Build client relationships and business networks
- Analyse and present research information

# Diploma of Business

(CRICOS Course Code: 067001A)

This course provides the skills needed to manage the physical, human and financial resources within an office environment. It is suitable for people seeking employment in occupations such as Office Manager or Business Manager.

Completion of this Diploma can provide up to one year credit transfer into relevant degree-level courses offered by universities.

<b>Entry Requirements:</b>	Completion of High School Leaving Certificate, Year 12, Matayom 6, Senior Middle 3 or equivalent. Good English skills. An IELTS score of 5.5, or equivalent, is required. All course books are written in English. Assignments must be submitted in English.
<b>Duration:</b>	52 weeks.
<b>Commencement Date:</b>	Courses can be commenced at any time.
<b>Cost:</b>	AUD \$11,000.00.

## Course Content:

A total of 8 units must be completed to achieve the qualification.

Business administration units (choose up to 3 of the following):

- Manage payroll
- Manage meetings
- Plan and manage conferences
- Plan or review administration systems
- Manage business document design and development

Human resource management units (choose up to 3 of the following):

- Manage human resources services
- Manage human resources management information systems
- Manage remuneration and employee benefits
- Manage recruitment, selection and induction processes
- Manage separation or termination

Marketing units (choose up to 3 of the following):

- Identify and evaluate marketing opportunities
- Establish and adjust the marketing mix
- Plan market research
- Interpret market trends and developments

Management units (choose up to 3 of the following):

- Manage projects
- Manage risk
- Manage personal work priorities and professional development

# Diploma of Business Administration

(CRICOS Course Code: 067002M)

This course develops the skills needed to manage an office environment. It incorporates advanced business and management skills.

Completion of this Diploma can provide up to one year credit transfer into relevant degree-level courses offered by universities.

**Entry Requirements:** Completion of High School Leaving Certificate, Year 12, Matayom 6, Senior Middle 3 or equivalent. Good English skills. An IELTS score of 5.5, or equivalent, is required. All course books are written in English. Assignments must be submitted in English.

**Duration:** 52 weeks.

**Commencement Date:** Courses can be commenced at any time.

**Cost:** AUD \$11,000.00.

## Course Content:

A total of 8 units must be completed to achieve the qualification.

Administration units (choose 5 of the following):

- Manage payroll
- Manage meetings
- Plan and manage conferences
- Plan or review administration systems
- Manage business document design and development
- Manage projects

Elective units (choose 3 of the following):

- Manage quality customer service
- Promote innovation in a team environment
- Manage people performance
- Manage personal work priorities and development
- Ensure team effectiveness

# Diploma of Human Resources Management

(CRICOS Course Code: 067003K)

The Diploma of Human Resources Management will appeal to people interested in a broad range of issues relating to the function of people management. This course explores industrial relations matters, staff training and development and performance management, as well as some of the administrative and information systems designed to be considered for an effective human resource operation.

Completion of this Diploma can provide up to one year credit transfer into relevant degree-level courses offered by universities.

**Entry Requirements:** Completion of High School Leaving Certificate, Year 12, Matayom 6, Senior Middle 3 or equivalent. Good English skills. An IELTS score of 5.5, or equivalent, is required. All course books are written in English. Assignments must be submitted in English.

**Duration:** 52 weeks.

**Commencement Date:** Courses can be commenced at any time.

**Cost:** AUD \$11,000.00.

## Course Content:

A total of 8 units must be completed to achieve the qualification.

Core units (3):

- Manage human resources services
- Manage performance management systems
- Manage workforce planning

Human resources elective units (choose at least 3 of the following):

- Manage human resources management information systems
- Manage remuneration and employee benefits
- Manage recruitment, selection and induction processes
- Manage separation or termination
- Manage programs that promote personal effectiveness

Elective units (choose the remaining units from the following):

- Manage projects
- Manage risk
- Ensure a safe workplace
- Manage operational plan
- Ensure team effectiveness
- Facilitate continuous improvement
- Manage people performance

# Diploma of Management

(CRICOS Course Code: 067004J)

The Diploma of Management is a comprehensive course that is ideal for people who want to pursue a career in management, and in particular, a career in small business management. It provides participants with skills that will enhance overall business performance and increase profitability.

Completion of this Diploma can provide up to one year credit transfer into relevant degree-level courses offered by universities.

<b>Entry Requirements:</b>	Completion of High School Leaving Certificate, Year 12, Matayom 6, Senior Middle 3 or equivalent. Good English skills. An IELTS score of 5.5, or equivalent, is required. All course books are written in English. Assignments must be submitted in English.
<b>Duration:</b>	52 weeks.
<b>Commencement Date:</b>	Courses can be commenced at any time.
<b>Cost:</b>	AUD \$11,000.00.

## Course Content:

A total of 8 units must be completed to achieve the qualification.

Core units (choose at least 5 of the following):

- Manage quality customer service
- Manage budgets and financial plans
- Develop a workplace learning environment
- Manage people performance
- Manage operational plan
- Facilitate continuous improvement
- Ensure a safe workplace
- Manage projects
- Manage personal work priorities and professional development
- Ensure team effectiveness

Elective units (choose the remaining units from the following):

- Recruit, select and induct staff
- Manage performance management systems
- Promote innovation in a team environment
- Manage risk

# Diploma of Project Management

(CRICOS Course Code: 067005G)

The Diploma of Project Management focuses on the practical elements of project management and is suitable for experienced project managers from a range of industries. Participants undertaking the Diploma will develop a comprehensive knowledge of project management - including an understanding of project planning and control procedures, resource management and risk analysis - as they apply to projects. They will also gain an awareness of the methods, techniques and tools available to help them manage and integrate projects more effectively within their organisations.

Completion of this Diploma can provide up to one year credit transfer into relevant degree-level courses offered by universities.

**Entry Requirements:** Completion of High School Leaving Certificate, Year 12, Matayom 6, Senior Middle 3 or equivalent. Good English skills. An IELTS score of 5.5, or equivalent, is required. All course books are written in English. Assignments must be submitted in English.

**Duration:** 52 weeks.

**Commencement Date:** Courses can be commenced at any time.

**Cost:** AUD \$11,000.00.

## Course Content:

A total of 9 units must be completed to achieve the qualification.

- Manage application of project integrative processes
- Manage project scope
- Manage project time
- Manage project costs
- Manage project quality
- Manage project human resources
- Manage project communications
- Manage project risk
- Manage project procurement

# Diploma of International Business

(CRICOS Course Code: 067006G)

This qualification develops a sound theoretical knowledge base in international business management and a range of managerial skills to ensure that international business activities are effectively conducted in an organisation or business area.

Completion of this Diploma can provide up to one year credit transfer into relevant degree-level courses offered by universities.

<b>Entry Requirements:</b>	Completion of High School Leaving Certificate, Year 12, Matayom 6, Senior Middle 3 or equivalent. Good English skills. An IELTS score of 5.5, or equivalent, is required. All course books are written in English. Assignments must be submitted in English.
<b>Duration:</b>	52 weeks.
<b>Commencement Date:</b>	Courses can be commenced at any time.
<b>Cost:</b>	AUD \$11,000.00.

## Course Content:

A total of 10 units must be completed to achieve the qualification.

Core units (choose at least 5 of the following):

- Report on finances related to international business
- Promote products and services to international markets
- Profile international markets
- Analyse consumer behaviour for specific international markets
- Build international client relationships

Elective units (choose 5 of the following):

- Manage quality customer service
- Manage budgets and financial plans
- Manage operational plan
- Facilitate continuous improvement
- Ensure a safe workplace
- Manage projects
- Manage risk
- Manage personal work priorities and professional development

# Diploma of Marketing

(CRICOS Course Code: 067007F)

The Diploma of Marketing develops a sound theoretical knowledge base in marketing management and a range of managerial skills to ensure that marketing functions are effectively conducted in an organisation or business area.

Completion of this Diploma can provide up to one year credit transfer into relevant degree-level courses offered by universities.

<b>Entry Requirements:</b>	Completion of High School Leaving Certificate, Year 12, Matayom 6, Senior Middle 3 or equivalent. Good English skills. An IELTS score of 5.5, or equivalent, is required. All course books are written in English. Assignments must be submitted in English.
<b>Duration:</b>	52 weeks.
<b>Commencement Date:</b>	Courses can be commenced at any time.
<b>Cost:</b>	AUD \$11,000.00.

## Course Content:

A total of 8 units must be completed to achieve the qualification.

Core units (choose at least 5 of the following):

- Identify and evaluate marketing opportunities
- Establish and adjust the marketing mix
- Plan market research
- Interpret market trends and developments
- Implement and monitor marketing activities

Elective units (choose 3 of the following):

- Manage budgets and financial plans
- Promote products and services to international markets
- Build international client relationships
- Analyse data from international markets
- Build international business networks

# Diploma of Accounting

(CRICOS Course Code: 067014G)

This qualification is designed to reflect the role of employees working in accounting who perform duties such as introducing and maintaining accounting systems, maintaining internal control systems, preparing financial statements for a reporting entity, preparing tax returns, reporting on business performance, managing small teams, developing business plans, and/or preparing management accounting reports.

Completion of this Diploma can provide up to one year credit transfer into relevant degree-level courses offered by universities.

<b>Entry Requirements:</b>	Completion of High School Leaving Certificate, Year 12, Matayom 6, Senior Middle 3 or equivalent. Good English skills. An IELTS score of 5.5, or equivalent, is required. All course books are written in English. Assignments must be submitted in English.
<b>Duration:</b>	52 weeks.
<b>Commencement Date:</b>	Courses can be commenced at any time.
<b>Cost:</b>	AUD \$11,000.00.

## Course Content:

A total of 17 units must be completed to achieve the qualification.

Core units (14):

- Apply principles of professional practice to work in the financial services industry
- Communicate in the workplace
- Use technology in the workplace
- Apply health and safety practices in the workplace
- Prepare and bank receipts
- Process journal entries
- Set up and operate a computerised accounting system
- Prepare financial reports
- Maintain financial records
- Prepare income tax returns
- Manage budgets and forecasts
- Prepare financial reports for a reporting entity
- Implement and maintain internal control procedures
- Provide management accounting information

Elective units (choose 3 of the following):

- Provide financial and business performance information
- Establish and maintain accounting information systems
- Evaluate business performance
- Manage own professional development
- Prepare financial reports to meet statutory requirements
- Prepare financial forecasts and projections
- Control a budget
- Develop and manage financial systems

# Advanced Diploma of Management

(CRICOS Course Code: 067008E)

This qualification reflects the role of individuals who have senior or managerial responsibilities. They may oversee the work of others or have specialised roles where they do not supervise others but provide strategic leadership.

Completion of this Advanced Diploma can provide up to two years credit transfer into relevant degree-level courses offered by universities.

<b>Entry Requirements:</b>	Completion of High School Leaving Certificate, Year 12, Matayom 6, Senior Middle 3 or equivalent. Good English skills. An IELTS score of 5.5, or equivalent, is required. All course books are written in English. Assignments must be submitted in English.
<b>Duration:</b>	104 weeks.
<b>Commencement Date:</b>	Courses can be commenced at any time.
<b>Cost:</b>	AUD \$20,500.00.

## Course Content:

A total of 8 units must be completed to achieve the qualification.

Core units (3):

- Manage organisational change
- Provide leadership across the organisation
- Develop and implement strategic plans

Elective units (choose 5 of the following):

- Manage finances
- Manage knowledge and information
- Manage innovation and continuous improvement
- Develop and implement a business plan
- Develop a marketing plan
- Manage risk

# Advanced Diploma of Business

(CRICOS Course Code: 067009D)

This qualification reflects the role of individuals with significant expertise and who are seeking further developed expertise across a range of business functions. This qualification is also suited to the needs of individuals who possess significant theoretical business skills and knowledge that they would like to develop in order to create further educational or employment opportunities.

Completion of this Advanced Diploma can provide up to two years credit transfer into relevant degree-level courses offered by universities.

<b>Entry Requirements:</b>	Completion of High School Leaving Certificate, Year 12, Matayom 6, Senior Middle 3 or equivalent. Good English skills. An IELTS score of 5.5, or equivalent, is required. All course books are written in English. Assignments must be submitted in English.
<b>Duration:</b>	104 weeks.
<b>Commencement Date:</b>	Courses can be commenced at any time.
<b>Cost:</b>	AUD \$20,500.00.

## Course Content:

A total of 8 units must be completed to achieve the qualification.

- Develop organisational marketing objectives
- Manage human resources strategic planning
- Manage organisational change
- Contribute to organisation development
- Develop a marketing plan
- Manage finances
- Manage knowledge and information
- Manage the marketing process

# Advanced Diploma of Management (Human Resources)

(CRICOS Course Code: 067010M)

This qualification reflects the role of individuals who provide leadership and strategic direction in the human resources activities of an organisation. They analyse, design and execute judgements using wide-ranging technical, creative, conceptual or managerial competencies. Their knowledge base may be highly specialised or broad within the human resources field.

Completion of this Advanced Diploma can provide up to two years credit transfer into relevant degree-level courses offered by universities.

<b>Entry Requirements:</b>	Completion of High School Leaving Certificate, Year 12, Matayom 6, Senior Middle 3 or equivalent. Good English skills. An IELTS score of 5.5, or equivalent, is required. All course books are written in English. Assignments must be submitted in English.
<b>Duration:</b>	104 weeks.
<b>Commencement Date:</b>	Courses can be commenced at any time.
<b>Cost:</b>	AUD \$20,500.00.

## Course Content:

A total of 8 units must be completed to achieve the qualification.

Core units (6):

- Develop and implement diversity policy
- Manage human resources strategic planning
- Manage organisational change
- Provide leadership across the organisation
- Contribute to organisation development
- Develop and implement strategic plans

Elective units (choose 2 of the following):

- Manage finances
- Manage knowledge and information
- Manage innovation and continuous improvement
- Develop and implement a business plan
- Manage risk

## HOW TO APPLY

1. Complete an Enrolment Form and send it to:

Trison Business College  
Level 1, 32 Grenfell Street  
Adelaide  
South Australia 5000

or,

complete and submit the Enrolment Form which is available on our website at:

<http://www.trison.com.au/IntStud/enrol/howto.htm>

2. Pay your application fee.
3. Once we have received both your application fee and your Enrolment Form we will confirm your enrolment and send you a Letter of Offer.
4. You need to sign the Letter of Offer and return in to us.
5. When we receive your signed Letter of Offer we will notify the Department of Immigration and Citizenship (DIAC) of your enrolment and send them an Electronic Confirmation of Enrolment. We will also provide you with a copy of this Confirmation of Enrolment (CoE).
6. Attend your local DIAC office and apply for a Student Visa. A list of DIAC offices is available on-line at: <http://www.immi.gov.au/wwi/contents.htm>
7. If you are not already in Australian you need to make your travel, accommodation, and health cover arrangements. If you require, we are able to assist you with these arrangements.
8. Commence your course and pay your course fees. Your first day will be spent undertaking an induction program, which provides assistance with shopping and setting up bank accounts. A tour of the local area will also be provided. Note that the induction program can be conducted prior to the actual commencement of the course, if requested.

---

**ENROLMENT FORM**

---

**Personal Details**

---

Family Name:  Given Names: Title: Mr  Mrs  Miss  Ms  Other Sex: Male  Female Date of Birth:  Country of Birth: Nationality: 

---

**Course Details**

---

Course Name: Course Code (if known): Date you wish to commence your course: Will you be attending classes or studying by distance education? 

---

**Contact Details**

---

Home Address:

Postal Address (if different to home address):

Home Telephone: Work Telephone: Mobile Telephone: Email Address: 

---

**Student Visa Details**

---

Please nominate which Department of Immigration and Citizenship office where you will be applying for your Student Visa. If you are not sure which office to select, a list of offices is available on-line at: <http://www.immi.gov.au/wwi/contents.htm>

Passport Number:  Passport Expiry Date:

**Education Details**

Highest level of education that you have achieved:

Year completed:

School/Institution attended:

**English Language Skills**

If you have completed an English Language Test please complete the following details.

Name of test:

Date of test:

Result of test:

If you have not completed an English Language Test please provide details of any English language courses/education that you have completed.

**Course Fees**

Total course fees: AUD \$.....

Please state how and when you will be paying your course fees (eg bank cheque posted in advance, credit card payment on arrival, credit card payment before arrival)

**Other Information**

Do you need accommodation arranged on your behalf? Yes  No

Do you need transport to and from the airport? Yes  No

If you have answered 'yes' to the above questions then we will contact you to confirm these arrangements.

How did you hear about Trison Business College?

What is your reason for studying this course?

---

**Refund Policy**

---

Fees are payable in advance.

If you withdraw from your course prior to commencement, then the College will make a full refund of any course fees paid by you, excluding the \$100.00 application fee, within 21 days of the scheduled starting date of the course.

If you withdraw from your course after you have commenced, then course fees will not be refunded, except in exceptional circumstances as determined by The Director.

If, in any situation, Trison Business College is unable to deliver the agreed training course to you, then a full refund of the fees paid by you will be repaid, including the \$100.00 application fee, within 21 days of the scheduled starting date of the course.

This Refund Policy does not remove your rights to take further action under Australia's Consumer Protection laws.

---

**Reporting Requirements**

---

Trison Business College is required to advise the Department of Immigration and Citizenship of any changes to enrolment and any breaches of student visa requirements.

Information provided by you may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code.

---

I have read the Refund Policy and Reporting Requirements of Trison Business College and agree to the terms outlined.

Student Signature: \_\_\_\_\_

Student Name (please print): \_\_\_\_\_

Date: \_\_\_\_\_

---

When completed, please return this form to:

Trison Business College  
Level 1, 32 Grenfell Street  
Adelaide SA 5000