

2024 PROSPECTUS

INTERNATIONAL

RTO 45230 | CRICOS 03828J

THE BUSINESS SCHOOL



OUR PURPOSE:

To be the centre of excellence and opportunity in business and education.

The Business School was founded in 2016 by a team of professionals with many years' experience in the education and administrative industries.

We recognise the importance and benefits of combining real industry experience with tertiary education when striving to deliver programs of the highest quality and relevance to our cohorts.

CONTENT

Page	Topic
2	**Welcome to the Business School**
	About us at The Business School
4	Australia at a Glance
	New South Wales & Sydney
5	Living in Australia & Sydney
6	Cost of Living
7	Accommodation
8	Getting Around
10	**Why Choose The Business School**
11	Our Philosophy
12	Qualification Pathway
	Our Course Trainers
13	Student Support Services
	New Student Orientation
14	**Intake Dates**
	Timetable
	Short Courses
	Covid Requirements
15	**Courses on Offer**
16 - 23	VET courses
24-26	English Courses
27	**Graduation**
28	**How to apply to study in Australia**
29	What you will need to start studying with us
	Student Visa Requirements
30	Credit Transfer
	Recognition of Prior Learning
26	**Graduation**

WELCOME TO THE BUSINESS SCHOOL



ABOUT US @ The Business School

The Business School (TBS) team consists of highly qualified, professional managers and trainers who have decades of experience in tertiary and higher education. All trainers and assessors possess current industry skills and relevance combined with relevant qualifications allowing them to provide a professional, well rounded learning environment for our corporate, domestic, and international students.

OUR TRAINING VISION AND DIRECTION:

> The Business School aims to be a leader in teaching, learning, assessment and management.

In a rapidly evolving and disruptive business world, TBS believes learning should be lifelong. By maintaining industry currency and being prepared for future disruption, you will be better equipped which will lead to greater opportunities and improved prospects. TBS is a forward-looking registered training organisation, focusing not only on 'book smarts' but also enabling learners to develop their 'street smarts' that will help them adapt to the changing business environment.

The Business School aims to be a leader in delivering learning, teaching, assessment and management. Our activities are guided by the following attitudes:

- To continuously improve the quality of our teaching, learning, and assessment
- To realise the potential of all our students and staff
- To increase the international reach of our programs
- To support and promote a sustainable, safe and aesthetically pleasing environment
- To enhance our role as a regional, national and international business education centre



The Business School is committed to providing quality, industry relevant and affordable courses for its students, clients and stakeholders.

The Business School –Campsie Campus

The Business School provides students with a spacious and modern learning environment in the heart of Campsie. Students have access to brand new computers, free WIFI, a student resource library, breakout areas, brand new classrooms, study areas and highly experienced and approachable staff. The campus is located next to campsie center mall. The campus is a 14-minute train ride to Sydney CBD and has access to all major bus, train and light rail systems surrounding the South Western Suburbs and Sydney.



Pictured is for illustration purpose

AUSTRALIA AT A GLANCE

Australia is the largest island and smallest continent in the world. It is the 6th largest country by land mass and holds the world's smallest population of 2 people per square kilometer. 24.6 million people live in Australia. One of the 7 Natural Wonders of the World sits in Australia – The Great Barrier Reef. Australia has 7000 beaches, 10 deserts, 3.5 million hectares of rainforest, 8222 islands and 14 small cities and 5 large cities.



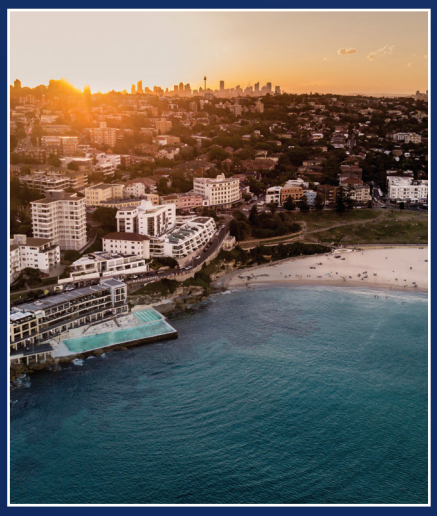
States & Territories

Australia is made up of 6 states and 2 territories. Queensland is known for its sunshine, beaches, islands and tropical climate. New South Wales is known for its capital city icons, coastal drives, mountain ranges and snow fields. Victoria is renowned for its wineries, the Great Ocean Road, night life and coffee culture. South Australia is known for its surf, country towns and desert regions. Northern Territory is a very welcoming, tourism focused territory which is home to tropical rainforests, national parks, red deserts, Uluru and Kakadu. Western Australia has the longest coastline in the world while being famous for Margaret river wineries, its coastal national parks and its tropical region. 51% of Tasmania is a national park which is made of many famous trails and icons while its country towns are known for their fresh farming along with wine and cheese production.

New South Wales

NSW is home to Byron Bay which is known as the surfing capital of Australia. NSW also proudly boasts being home to the tallest mountain in Australia, Mount Kosciuszko, which is surrounded by ski fields during winter. It is one of the smallest states by land mass and biggest states by population. The population of NSW is 7.544 million people which is 31% of the Australian population.





Sydney

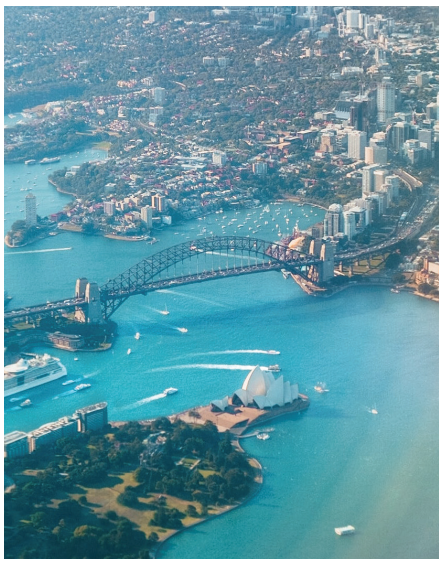
Sydney Houses 4.45 million people. It is famous for the Opera House, Sydney Harbour Bridge and its beaches. Sydney hosts global sporting competitions, the mardi gras and is the starting point for the Sydney to Hobart Yacht Race. Sydney offers plenty of employment opportunities for international students. The city has bus, rail, tram and ferry transport for international students to use too.



Living in Australia

Three of the eight Australian cities are ranked in the top 10; Melbourne, Sydney and Adelaide (According to The Global Liveability Index 2019, an annual report by The Economist Intelligence Unit). Australia is proud to be known for having some of the highest quality of living around the world.

Australian people are very welcoming and very easy to approach. Most people will welcome you with open arms and will help you get settled quickly. If people cannot help you personally they will happily find someone who can help you.



Living in Sydney

Sydney is a wonderful place. It has everything you want: great climate, the best facilities on the continent, and a perfect English-speaking environment for your studies.

As the largest city in Australia, you will never be short of anything to see or do. The enormous harbour provides a great environment for free- time activities. It is also easy to find places where you feel you are in the countryside, not a big city. Yet, the city is always close by, so you can go shopping, eat out or enjoy the busy social life of this cosmopolitan centre. If beaches are more your style, there are plenty of them: you can have a choice between famous ones such as Bondi or much quieter ones, famous for surfing, in the Northern Beaches. The Business School is at the popular western suburb of Campsie, only about 14 minutes from the city centre by train.

Sydney's Climate

Sydney is known the world over for its warm climate and sunshine. Located on the southeast coast of Australia, parts of the city enjoy a year-round sea breeze. The summer months bring hot days and balmy nights, while winters are comparatively mild. The city is blessed with blue skies; in fact, there are only 23 days a year on average when the sun doesn't shine.

Find more information on Sydney's climate

Remember that the seasons are the other way around from northern hemisphere countries: the hottest part of the year, summer, is December, January and February.





LIVING COSTS

Sydney may seem like an expensive city to live in, however, there are many affordable options for your stay therefore do not let this deter you. We will help you to access activities and options outside of the mainstream avenues. We can help you with arranging homestays or share-accommodation, for grocery shopping you can go to the weekend markets, fish markets and farmers markets instead of supermarkets. There are lots of low or no cost activities and if you budget well during your stay you will find it easy to live in Sydney. Here is a general overview of the cost of living in Sydney.



Cost of Living

The Australian Government estimates the living cost for a single student in Australia to be at least $29,710 per year. This means that it will cost, on average, approximately $561 per week to live in Australia. This includes accommodation, food, utilities and transport. Below is a weekly estimation of general living expenses in Sydney:

Rent	$290+
Health Insurance	$20+
Transport	$60+
Leisure	$150+
Bills	$30+
Mobile	$11+
TOTAL PER WEEK	$561

www.sydneymovingguide.com/the-cost-of-living-in-sydney/

Shared Accommodation	Private Room Shared Room	$170 - $350 p/w $150 - $250 p/w
Groceries	Bread Milk Sugar Butter Meat Tea & Coffee Vegetables	$4.00 $2.00 $2.20 $3.00 $20.00 $4.00 $15.00
Dining Out	Cappuccino Fast Food Take Away Coffee Shop Restaurant	$5.00 $10.00 $14.00 $18.00 $24.00
Transport	Ferry to Home Bus to Home Train to Home Train to Airport Taxi to Airport Uber to Airport Petrol	$9.00 $3.80 $5.20 $18.00 $50.00 $38.00 $1.40 per/L
Entertainment	Movies Clubs Live music Comedy Opera/concerts	$15.00 $40.00 $15.00 $40.00 $60.00
Personals	Haircut men Haircut women Doctor	$20.00 $50.00 $35.00

www.studyinaustralia.gov.au/English/Live-in-Australia/living-costs



ACCOMMODATION

There is a variety of accommodation options in Sydney. The most common option used by international students is Homestay. Homestay allows students to integrate into the Australian community comfortably while they settle. Other options include house sharing, house sitting, room sharing, hostels, renting or living independently.

The Business School has partnered with a few accommodation providers in Campsie:

Australian Homestay Network works directly with The Business School to provide students the experience of living with Australian Families while studying in Australia. See **www.homestaynetwork.org/the-business-school-students/** for further information.



House Share

You can find house share accommodation through the following links:

www.flatmates.com.au
www.roomshare.com.au
www.domain.com.au
www.justlisted.com.au
www.realestate.com.au
www.gumtree.com.au
www.hostelworld.com

You can also find accommodation through a number of real estate groups on Facebook. Some groups to look at are ***Fairy Floss Real Estate*** and ***Buy/Swap/Sell.***



Renting

In Australia most rental properties require you to pay a 4 week bond.
To learn more about your rights as a tenant in Sydney visit the Department of Fair Trading or The Tenant Organisation.

www.tenant.org.au

www.fairtrading.nsw.gov.au/housing-and-property/renting

GETTING AROUND

Public Transport

All cities in Australia have a railway system and bus network. The larger cities have a tram network and ferry network too. To find out where, when and how to get somewhere you can visit the transport website for each city or call their transport hotline. All of the required information can be found at these points. The transport services offer a translation service too if needed. Here are the sites for each major city in Australia.

Sydney
www.transportnsw.info

Melbourne
www.ptv.vic.gov.au

Brisbane
www.translink.com.au

Adelaide
www.adelaidemetro.com.au

Perth
www.transperth.wa.gov.au



Opal Card

Opal card is a tap-on / tap-off card used to pay for all public transport in Sydney. You can top up your opal card at any railway station, ticket machine or online at www.opal.com.au. If you cannot use your opal card you can use your MasterCard to tap-on and tap-off instead.









Uber & Uber Pool

Uber is very reliable in Sydney. You can access Uber from anywhere in the Sydney region. You need to download the Uber app to make use of it. Uber trips can be split between you and your friends if you share the trip. If a private uber trip is too expensive you can use Uber Pool. This is a service that picks up other passengers on the way to the same destination and charges a lot less for the trip.



Cycle Paths

Sydney has many cycle routes around the city. Most bike lanes are clearly marked with green bitumen or the bicycle symbol. There are a number of off road routes that you use instead of using the roads. You can pick up the Sydney Cycling Guide and Map from any hotel/hostel, information centre, train station or ferry terminal around the CBD. A helmet and safety lights are required by law in New South Wales. There are a number of bike hiring options around Sydney for you to choose from too.



The Roads

If you choose to drive in Sydney it is strongly recommended that you give yourself extra time to reach your location. Traffic congestion is unpredictable in Sydney. If you want to use the road and avoid congestion you can use the bus services. Bus services have right of way and have an exclusive lane all over Sydney. This means you can travel rapidly and avoid congestion by using the bus services.





WHY CHOOSE THE BUSINESS SCHOOL?



- Experienced Trainers
- Modern Classrooms
- Online Learning
- Industry Endorsed
- Latest Software
- Student Computers & Laptops
- Student Support Services
- Multi-Lingual Team
- Vending Machines
- Student Resource Library
- Excellent Facilities
- Scanners & Printers
- Job Opportunity Board
- Smart Whiteboards
- WIFI Throughout the Campus
- Covid Safe Environment
- Central Location
- Close to Transport and Shops

The Business School (TBS) is a registered training organisation delivering accredited vocational education courses plus specialised industry and business programs.

We recognise the importance and benefits of combining real industry experience with tertiary education when striving to deliver programs of the highest quality and relevance to our clients. All trainers and assessors employed or contracted by TBS have demonstrated significant industry experience in addition to obtaining the requisite tertiary qualifications which allow them to provide a professional, well rounded learning environment for participants.

TBS staff are well equipped with the skills to ensure their teaching methods are suitable for communicating effectively with all students, using easy to understand simple language to explain industry specific terminology and principles.

The Business School strictly adheres to the Standards for Registered Training Organisations 2015 to continue delivering training services of the highest quality to their clients. This is the legal framework which provides a consistent national approach to the registration of education providers so that the quality of the training, and the care of students, remains high. The ESOS Act also provides tuition fee protection for international students.



OUR PHILOSOPHY:

> The Business School (TBS) is committed to providing quality, industry relevant and affordable courses for students.



Our managers are professional, qualified, and highly experienced educators and trainers, who have decades of experience in tertiary and higher education.

Our trainers and assessors have current industry experience, combined with relevant qualifications, allowing them to provide a professional, well rounded learning environment for students.

In a rapidly evolving and disruptive business world, TBS believes learning should be a lifelong activity. TBS believe that by maintaining your currency of industry knowledge and being prepared for future disruption will lead to greater opportunities and improved future prospects for our students. TBS is a forward-looking registered training organisation, focusing not only on 'book smarts' but also enabling learners to develop their 'street smarts' that will help them adapt to the changing environment.



QUALIFICATIONS

General English

Elementary to Intermediate

(EAP) English for Academic Purposes

Certificate IV

BSB40120 Certificate IV in Business
BSB40520 Certificate IV in Leadership and Management

Diploma

BSB50120 Diploma of Business
BSB50420 Diploma of Leadership and Management
10904NAT Diploma of Social Media Marketing

Bachelor

The Business School currently has approved discipline related pathways for students to be recognised and accepted for further studies into Southern Cross University Courses for both the Certificate IV and Diploma courses. Please contact us for more information.

OUR COURSE TRAINERS:

All the trainers at The Business School adhere to strict guidelines set out by ASQA. They hold 3-5 years training experience and up to date industry experience as well as the relevant course certifications required for their training.





STUDENT SUPPORT SERVICES

The Business School is committed to delivering high quality services that support students throughout their training and assessment journey. This commitment is based on a student focused approach where TBS prioritises the support and welfare of overseas students from both an academic and non-academic perspective.

Student support services will help students who need assistance with:

- School Community Events
- Academic Progress issues
- Emergency and Health Services
- School Campus issues
- Complaints and Appeals
- Employment issues
- Legal Services
- Mental Health

The Business School believes a successful student needs to have a healthy life outside of school in order to succeed while you are in school. If you have any issues feel free to talk with student services so we can refer you to the people for help.







New Students Orientation

The Business School provides overseas students with a comprehensive orientation program about living and studying in Australia. The Business Schools' highly qualified and dedicated staff can provide support and advice to students requiring assistance at no additional cost. A dedicated Overseas Student Support Officer is available outside standard hours to provide assistance or refer students as required.

The Business School's orientation program covers:

- English language and study assistance/tutoring programs
- Learning support services appropriate to the course being undertaken
- Requirements for course attendance and progress
- Complaints and Appeals
- Legal services
- Emergency services
- Health and disability services
- Counselling and mental health support
- Housing and tenancy services
- Advice on personal security and safety
- Services providing information on employment rights and conditions, and resolution of workplace issues.

Students are more than welcome to approach The Business School for assistance after orientation too.

INTAKE & TIMETABLE

Intake

To be advised

The Business School has multiple intakes per year. Please contact us for up to date information.

+61 (2) 9167 3960
international@tbs.edu.au
www.tbs.edu.au

Enquire now as places are limited



Timetable

VET COURSES

VET courses are normally delivered face to face for 20 scheduled hours per week. Students have the opportunity to practice in small groups with their trainers. Overseas students are required to meet their attendance and academic requirements to comply with their visa conditions.

ENGLISH COURSES

English classes are normally taught face to face for 20 scheduled hours per week, using various methodologies including textbooks, CD's, DVD's, group activities and authentic English language materials.

Short Courses & Skillsets

We offer a number of Short Courses and Skill Sets for students and corporate groups. Please contact our administrative team for further information.

Ask reception for a copy of the course calendar:

+61 (2) 9167 3960
international@tbs.edu.au



COURSES ON OFFER

BSB40120 **Certificate IV in Business**
(CRICOS Course Code: 108462F)

BSB50120 **Diploma of Business**
(CRICOS Course Code: 108463E)

BSB40520 **Certificate IV in Leadership and Management**
(CRICOS Course Code: 104014G)

BSB50420 **Diploma of Leadership and Management**
(CRICOS Course Code: 104410F)

10904NAT **Diploma of Social Media Marketing**
(CRICOS Course Code 108464D)

BSB50820 **Diploma of Project Management**
(CRICOS Course Code: 114727B)

BSB60720 **Advanced Diploma of Program Management**
(CRICOS Course Code: 114728A)

CHC33021 **Certificate III in Individual Support**
(CRICOS Course Code: 114726C)



COURSES OFFERED AT TELS:

General English – (Beginner, Elementary, Pre-Intermediate, Intermediate, Upper Intermediate and Advanced)
(CRICOS Course Code: 114730G)

English for Academic Purposes (EAP)
(CRICOS Course Code: 0101894)

IELTS Preparation
(CRICOS Course Code: 114729M)

NEAS QUALITY ENDORSED CENTRE

For International Student Fees information, please click here:
www.tbs.edu.au/fees-intake-dates/



THE BUSINESS SCHOOL

BSB40120
Certificate IV in Business

CRICOS COURSE CODE: 108462F

COURSE DURATION

The Business School's Certificate IV in Business consists of 52 weeks (4 terms), including 16 weeks holiday.

ENTRY REQUIREMENTS

Academic Requirement

- Completion of Year 12 of a 12 year school system; or
- Completion of Year 10 of a 12 year school system with some post-high school study or 4 years work experience in a business environment; or
- Completion of Certificate III or above (AQF) for entry to a Certificate IV; or
- Other relevant qualifications (case-by-case approval)
- Must be at least 18 years of age

English Language Requirement

- IELTS 6 overall or its equivalent; or
- Graduated from the TBS English for Academic Purposes (EAP) Course; or
- Successfully completed the EAP from an ELICOS/ESL centre approved by TBS; or
- Successfully completed a Certificate IV or above (within AQF) taught in English; or
- Successfully passed TBS Versant English Placement Test (Level 5, equivalent to CEFR B2).

POSSIBLE CAREER OPPORTUNITIES

- Administration Manager
- Team Leader
- Sales Team Coordinator
- Project Coordinator

OTHER INFORMATION

For more details on The Business School, including course fee structure

phone: **(02) 9167 3960**
email: **international@tbs.edu.au**
or visit: **www.tbs.edu.au**

ABOUT THIS QUALIFICATION

This Course is a nationally accredited qualification that provides the fundamental skills required to work in the business sector.

The Business School has structured this course to support International students with limited experience in business and is structured to support them gaining introductory business knowledge and skills.

This qualification allows you to widen your career aspirations in whichever industry you choose and enhance your employability. BSB40120 Certificate IV in Business can help steer you in the right direction and help achieve your dream profession or further your study ambitions.

UNITS OF COMPETENCY

BSBWHS411	Implement and monitor WHS policies, procedures and programs
BSBTEC404	Use digital technologies to collaborate in a work environment
BSBTWK401	Build and maintain business relationship
BSBWRT411	Write complex documents
BSBXCM401	Apply communication strategies in the workplace
BSBCRT411	Apply critical thinking to work practices
BSBPEF402	Develop personal work priorities
BSBPEF502	Develop and use emotional intelligence
BSBLDR411	Demonstrate leadership in the workplace
BSBOPS402	Coordinate business operational plans
BSBOPS403	Apply business risk management processes
BSBCMM411	Make presentations

The Business School engages education agents to assist in the recruitment of international students. The agents have all signed an agreement with The Business School and are listed on our website here: www.tbs.edu.au/agents

THE BUSINESS SCHOOL PTY LTD RTO 45230 | CRICOS 03828J
Ground Floor, Suite 4, 59-63 Evaline Street, Campsie NSW 2194



THE BUSINESS SCHOOL

BSB50120 Diploma of Business

CRICOS COURSE CODE: 108463E

COURSE DURATION

The Business School's Diploma of Business, consists of 78 weeks (6 terms), including 24 weeks holiday.

ENTRY REQUIREMENTS

Academic Requirement

- Completion of Year 12 of a 12 year school system; or
- Completion of Year 10 of a 12 year school system with some post-high school study or 4 years work experience in a business environment; or
- Completion of Certificate IV or above (AQF); or
- Other relevant qualifications (case-by-case approval)
- Must be at least 18 years of age

English Language Requirement

- IELTS 6 overall or its equivalent; or
- Graduated from the TBS English for Academic Purposes (EAP) Course; or
- Successfully completed the EAP from an ELICOS/ESL centre approved by TBS; or
- Successfully completed a Certificate IV or above (within AQF) taught in English; or
- Successfully passed TBS Versant English Placement Test (Level 5, equivalent to CEFR B2).

POSSIBLE CAREER OPPORTUNITIES

- Executive Manager/Officer
- Business Development Manager
- Administration Manager
- Project Coordinator

OTHER INFORMATION

For more details on The Business School, including course fee structure

phone: **(02) 9167 3960**
email: **international@tbs.edu.au**
or visit: **www.tbs.edu.au**

ABOUT THIS QUALIFICATION

This Course is a nationally accredited qualification that develops skills for middle management in business, office and/or administrative environments.

The Business School has structured this course to support International students to gain an understanding of contemporary management business practices. These can be used within a variety of entry-level positions in both public as well as private sectors. It focuses on developing your business knowledge and management skills, equipping you to lead diverse groups; implement modern operational planning techniques; coach, develop and encourage staff; set and achieve performance targets; and engage in conflict resolution. There is also a strong focus on marketing.

The BSB50120 Diploma of Business is also suited for individuals with little or no vocational experience, but who possess business skills that they would like to further develop in order to enhance employment opportunities. This course will provide you with a comprehensive and interesting snapshot of day-to-day business operations.

UNITS OF COMPETENCY

BSBCRT511	Develop critical thinking in others
BSBFIN501	Manage budgets and financial plans
BSBOPS501	Manage business resources
BSBSUS511	Develop workplace policies and procedures for sustainability
BSBXCM501	Lead communication in the workplace
BSBOPS502	Manage business operational plans
BSBOPS504	Manage business risk
BSBLDR523	Lead and manage effective workplace relationships
BSBSTR501	Establish innovative work environments
BSBMKG541	Identify and evaluate marketing opportunities
BSBMKG542	Establish and monitor the marketing mix
BSBMKG543	Plan and interpret market research

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Ground Floor, Suite 4, 59-63 Evaline Street, Campsie NSW 2194



THE BUSINESS SCHOOL

BSB40520 Certificate IV in Leadership and Management

CRICOS COURSE CODE: 104014G

COURSE DURATION

The Business School's Certificate IV in Leadership and Management, consists of 52 weeks (4 terms) including 16 weeks holiday.

ENTRY REQUIREMENTS

Academic Requirement

- Completion of Year 12 of a 12 year school system; or
- Completion of Year 10 of a 12 year school system with some post-high school study or 4 years work experience in a business environment; or
- Completion of Certificate III or above (AQF) for entry to a Certificate IV; or
- Other relevant qualifications (case-by-case approval)
- Must be at least 18 years of age

English Language Requirement

- IELTS 6 overall or its equivalent; or
- Graduated from the TBS English for Academic Purposes (EAP) Course; or
- Successfully completed the EAP from an ELICOS/ESL centre approved by TBS; or
- Successfully completed a Certificate IV or above (within AQF) taught in English; or
- Successfully passed TBS Versant English Placement Test (Level 5, equivalent to CEFR B2).

POSSIBLE CAREER OPPORTUNITIES

- Administrator Manager
- Personal Assistant
- Team Leader
- Project Coordinator

OTHER INFORMATION

For more details on The Business School, including course fee structure

phone: **(02) 9167 3960**
email: **international@tbs.edu.au**
or visit: **www.tbs.edu.au**

ABOUT THIS QUALIFICATION

This Course is a nationally accredited qualification and The Business School has structured this course to support International students to prepare them to supervise teams in a wide range of organisational and industry contexts.

As well as responsibility for their own performance, the qualification can enhance an individual's capability to provide leadership, guidance and support to others in the workplace. Topics covered include organising and monitoring team output, risk management, operational planning, team effectiveness and communication. Students completing the course will gain a better understanding of how to apply solutions to a defined range of predictable and unpredictable problems.

The knowledge and skills obtained from BSB40520 Certificate IV in Leadership and Management can improve personal and professional development and offers a range of abilities for graduates to coordinate operations from large team projects to daily team operations.

UNITS OF COMPETENCY

BSBLDR411	Demonstrate leadership in the workplace
BSBLDR413	Lead effective workplace relationships
BSBOPS402	Coordinate business operational plans
BSBXTW401	Lead and facilitate a team
BSBXCM401	Apply communication strategies in the workplace
BSBPEF402	Develop personal work priorities
BSBPEF502	Develop and use emotional intelligence
BSBCRT411	Apply critical thinking to work practices
BSBOPS403	Apply business risk management processes
BSBTWK401	Build and maintain business relationships
BSBCMM411	Make presentations
BSBSTR401	Promote innovation in team environments

The Business School engages education agents to assist in the recruitment of international students. The agents have all signed an agreement with The Business School and are listed on our website here: www.tbs.edu.au/agents

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THE BUSINESS SCHOOL

BSB50420 Diploma of Leadership and Management

CRICOS COURSE CODE: 104410F

COURSE DURATION

The Business School's Diploma in Leadership and Management, consists of 78 weeks (6 terms), including 24 weeks holiday.

ENTRY REQUIREMENTS

Academic Requirement

- Completion of Year 12 of a 12 year school system; or
- Completion of Year 10 of a 12 year school system with some post-high school study or 4 years work experience in a business environment; or
- Completion of Certificate IV or above (AQF); or
- Other relevant qualifications (case-by-case approval)
- Must be at least 18 years of age

English Language Requirement

- IELTS 6 overall or its equivalent; or
- Graduated from the TBS English for Academic Purposes (EAP) Course; or
- Successfully completed the EAP from an ELICOS/ESL centre approved by TBS; or
- Successfully completed a Certificate IV or above (within AQF) taught in English; or
- Successfully passed TBS Versant English Placement Test (Level 5, equivalent to CEFR B2).

POSSIBLE CAREER OPPORTUNITIES

- Administration
- Office Manager
- Business Development Manager
- Project Coordinator

OTHER INFORMATION

For more details on The Business School, including course fee structure

phone: **(02) 9167 3960**
email: **international@tbs.edu.au**
or visit: **www.tbs.edu.au**

ABOUT THIS QUALIFICATION

This Course is a nationally accredited qualification course and The Business School has structured this course to support International students.

It will prepare you for roles that require leadership and management to teams across different industries and workplaces. The qualification also equips you with sound leadership knowledge and provides you with the skills to motivate and manage groups of people. It supports the student to develop emotional intelligence and lead and manage workplace relationships to effectively lead teams to better their performance. It also teaches how to evaluate marketing opportunities and support recruitment, selection and induction of staff.

Students also learn practical skills on how to apply leadership and management across a range of enterprise and industry contexts. They learn to use communication skills to support individuals and teams to meet organizational or enterprise requirements. They plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

UNITS OF COMPETENCY

BSBPEF502	Develop and use emotional intelligence
BSBOPS502	Manage business operational plans
BSBLDR523	Lead and manage effective workplace relationships
BSBTWK502	Manage team effectiveness
BSBCMM511	Communicate with influence
BSBCRT511	Develop critical thinking in others
BSBOPS504	Manage business risk
BSBOPS505	Manage organisational customer service
BSBSTR501	Establish innovative work environments
BSBLDR522	Manage people performance
BSBPEF501	Manage personal and professional development
BSBSUS511	Develop workforce policy and procedures for sustainability

The Business School engages education agents to assist in the recruitment of international students. The agents have all signed an agreement with The Business School and are listed on our website here: www.tbs.edu.au/agents

THE BUSINESS SCHOOL PTY LTD RTO 45230 | CRICOS 03828J
Ground Floor, Suite 4, 59-63 Evaline Street, Campsie NSW 2194



THE BUSINESS SCHOOL

10904NAT Diploma of Social Media Marketing

CRICOS COURSE CODE: 108464D

COURSE DURATION

The Business School's Diploma of Social Media Marketing, consists of 52 weeks (4 Terms), including 10 weeks holiday.

ENTRY REQUIREMENTS

Academic Requirement

- Completion of Year 12 of a 12 year school system, or
- Completion of a Year 10 of a 12 year school system with some post-high school study or 4 years work experience in a business and marketing environment, or
- Completion of Certificate IV or above AQF
- Other relevant qualifications (case-by-case approval)
- Learners will need to be at least 18 years old

English Language Requirement

- IELTS 6 overall or its equivalent; or
- Graduated from the TBS English for Academic Purposes (EAP) Course; or
- Successfully completed the EAP from an ELICOS/ESL centre approved by TBS; or
- Successfully completed a Certificate IV or above (within AQF) taught in English; or
- Successfully passed TBS Versant English Placement Test (Level 5, equivalent to CEFR B2).

POSSIBLE CAREER OPPORTUNITIES

- Social Media Manager
- Social Media Strategist
- Content Marketing Strategist
- Digital Marketing Assistant

OTHER INFORMATION

For more details on The Business School, including course fee structure

phone: **(02) 9167 3960**
email: **international@tbs.edu.au**
or visit: **www.tbs.edu.au**

ABOUT THIS COURSE

This is a nationally accredited course that provides graduates with social media marketing knowledge and skills required to perform the following roles:

- **Social Media Manager**
- **Social Media Strategist**
- **Social Media Coordinator**

The Business School has structured this course to support international students seeking to gain social media marketing knowledge and skills.

This course would apply to:

Advertising & Marketing Professionals: learners who are already working in and/or have a qualification in the marketing sector and wish to upskill and gain the relevant skills to satisfy their job roles and requirements by undertaking a specialist qualification in Social Media Marketing.

This qualification is suitable for marketers of all levels of experience as the Diploma will take you through all of the key elements of social media marketing. Get ahead and stand out from the competition with a qualification that formalises your skills.

UNITS OF COMPETENCY

NAT10904001	Plan, implement and manage content marketing
NAT10904002	Plan, conduct and optimise organic social media marketing
NAT10904003	Plan, manage and optimise paid social media advertising
NAT10904004	Establish, build and leverage a personal brand on social media
NAT10904005	Plan, implement and manage social media conversion strategies
SIRXMKT006	Develop a social media strategy
BSBMKG541	Identify and evaluate marketing opportunities
BSBMKG542	Establish and monitor the marketing mix
BSBFIN501	Manage budgets and financial plans

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THE BUSINESS SCHOOL
RTO 45230

CHC33021 Certificate III in Individual Support (Ageing)

CRICOS COURSE CODE: 114726C

COURSE DURATION

The Business School's Certificate III in Individual Support consists of 60 weeks (4 Terms) including 12 weeks holidays

ENTRY REQUIREMENTS

Academic Requirement

- Completion of Year 12 of a 12-year school system or
- Completion of Year 10 of a 12-year school system with some post-high school study or 4 years of work experience or
- Completion of Certificate III or above (AQF) for entry to a Certificate III or
- Other relevant qualifications (Case-by-case approval)
- Must be at least 18 years of age

English Language Requirement

- IELTS 6 overall or equivalent or
- Graduated from The Business School's English for Academic Purposes (EAP) course or
- Successfully completed the EAP from an ELICOS/ESL Centre approved by The Business School or
- Successfully completed a Certificate III or above (within AQF) taught in English or
- Successfully passed The Business School's Versant English Placement Test (Level 5, equivalent to CEFR B2).

POSSIBLE CAREER OPPORTUNITIES

- Aged Care Support Worker
- Disability Support Worker
- Personal Care Assistant
- Accommodation Support Worker
- Community Support Worker
- Nursing Assistant

ABOUT THIS QUALIFICATION

This Course is a nationally accredited qualification and The Business School has structured this course to support international students seeking to gain the skills and knowledge required to succeed in a variety of community service job roles.

This qualification reflects the role of workers in the community and/or residential setting who follow an individualised plan to provide person-centered support to people who may require support due to ageing, disability or some other reason. Work involves using discretion and judgement in relation to individual support as well as taking responsibility for own outputs. Workers have a range of factual, technical and procedural knowledge, as well as some theoretical knowledge of the concepts and practices required to provide person-centered support.

To achieve this qualification, CHC33021 Certificate III in Individual Support (Ageing), the student must complete the mandatory 120 hours of work placement as detailed in the Assessment Requirements of the units of competency.

UNITS OF COMPETENCY

CHCCCS031	Provide individualised support
CHCCCS038	Facilitate the empowerment of people receiving support
CHCCCS040	Support independence and wellbeing
CHCCCS041	Recognise healthy body systems
CHCCOM005	Communicate and work in health or community services
CHCDIV001	Work with diverse people
CHCLEG001	Work legally and ethically
HLTINF006	Apply basic principles and practices of infection prevention and control
HLTWHS002	Follow safe work practices for direct client care
CHCAGE011	Provide support to people living with dementia
CHCAGE013	Work effectively in aged care
CHCPAL003	Deliver care services using a palliative approach
CHCAGE007	Recognise and report risk of falls
CHCCCS001	Address the needs of people with chronic disease
CHCCCS033	Identify and report abuse

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OTHER INFORMATION

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email: **international@tbs.edu.au** or visit: **www.tbs.edu.au** Call us: **02 9167 3960**
Address: **Suite 4, 59-63 Evaline St, Campsie, New South Wales 2194** CRICOS: **03828J**



THE BUSINESS SCHOOL
RTO 45230

BSB50820 Diploma of Project Management

CRICOS COURSE CODE: 114727B

COURSE DURATION

The Business School's Diploma of Project Management consists of 74 weeks (6 Terms) including 14 weeks holidays.

ENTRY REQUIREMENTS

Academic Requirement

- Completion of Year 12 of a 12 year school system; or
- Completion of Year 10 of a 12 year school system with some post-high school study or 4 years work experience in a business environment; or
- Completion of Certificate IV or above (AQF) for entry to a Diploma; or
- Other relevant qualifications (case-by-case approval)
- Must be at least 18 years of age

English Language Requirement

- IELTS 6 overall or its equivalent; or
- Graduated from the TBS English for Academic Purposes (EAP) Course; or
- Successfully completed the EAP from an ELICOS/ESL Centre approved by TBS; or
- Successfully completed a Certificate IV or above (within AQF) taught in English; or
- Successfully passed TBS Versant English Placement Test (Level 5, equivalent to CEFR B2).

POSSIBLE CAREER OPPORTUNITIES

- Project Manager/Officer
- Project Team Leader
- Project Coordinator
- Contracts Officer
- Project Administrator

ABOUT THIS QUALIFICATION

This Course is a nationally accredited qualification and The Business School has structured this course to support International students to prepare them to be responsible for achieving project objectives.

As well as responsibility for their own performance, this Qualification reflects the role of individuals who apply project management skills and knowledge in a variety of contexts, across several industry sectors. The job roles that relate to this qualification may include Project Manager and Project Team Leader. These individuals are aimed to possess a sound theoretical knowledge base and use a range of specialised, technical and managerial competencies to initiate, plan, execute and evaluate their own work and/or the work of others.

The knowledge and skills obtained from BSB50820 Diploma of Project Management can improve personal and professional development and offers a range of project management skills required to obtain employment in medium-to-large size organisations.

UNITS OF COMPETENCY

BSBPMG530	Manage project scope
BSBPMG531	Manage project time
BSBPMG532	Manage project quality
BSBPMG533	Manage project cost
BSBPMG534	Manage project human resources
BSBPMG535	Manage project information and communication
BSBPMG536	Manage project risk
BSBPMG540	Manage project integration
BSBPMG537	Manage project procurement
BSBPMG538	Manage project stakeholder engagement
BSBSUS511	Develop workplace policies and procedures for sustainability
BSBWHS521	Ensure a safe workplace for a work area

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OTHER INFORMATION

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THE BUSINESS SCHOOL
RTO 45230

BSB60720 Advanced Diploma of Program Management

CRICOS COURSE CODE: 114728A

COURSE DURATION

The Business School's Diploma of Program Management consists of 74 weeks (6 Terms) including 14 weeks holidays.

ENTRY REQUIREMENTS

Academic Requirement

- Completion of Year 10 of a 12-year school system with some post-high school study or have completed two years equivalent full-time relevant workplace experience at a significant level within a project or program environment within an enterprise or
- Completion of Diploma of Project Management BSB50820 Diploma of Project Management; or BSB51415 Diploma of Project Management (or a superseded equivalent version) (AQF)
- Other relevant qualifications (Case-by-case approval)
- Must be at least 18 years of age

English Language Requirement

- IELTS 6 overall or its equivalent; or
- Graduated from the TBS English for Academic Purposes (EAP) Course; or
- Successfully completed the EAP from an ELICOS/ESL Centre approved by TBS; or
- Successfully completed a Certificate IV or above (within AQF) taught in English; or
- Successfully passed TBS Versant English Placement Test (Level 5, equivalent to CEFR B2)

POSSIBLE CAREER OPPORTUNITIES

- Program or Project Manager/Officer
- Program or Project Development Manager
- Program Administration Manager
- Program or Project Coordinator

ABOUT THIS QUALIFICATION

This Course is a nationally accredited qualification and The Business School has structured this course to support International students to prepare them to be responsible for managing or directing a program to achieve organisational objectives.

As well as responsibility for their own performance, this Qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in program management across a range of enterprise and industry contexts. The job roles that relate to this qualification include Program Manager. Individuals at this level use initiative and judgement to direct, plan, and lead a range of program functions, with accountability for personal and team outcomes within broad parameters. They use cognitive & communication skills to identify, analyse and synthesise information from a variety of sources and transfer their knowledge to others, and creative or conceptual skills to express ideas and perspectives or respond to complex problems.

The knowledge and skills obtained from BSB60720 Advanced Diploma of Program Management can improve personal and professional development and offers a range of advanced project management skills required to obtain employment in medium-to-large size organisations.

UNITS OF COMPETENCY

BSBPMG630	Enable program execution
BSBPMG634	Facilitate stakeholder engagement
BSBPMG635	Implement program governance
BSBPMG636	Manage benefits
BSBFIN601	Manage organisational finances
BSBLDR601	Lead and manage organisational change
BSBPEF502	Develop and use emotional intelligence
BSBPMG632	Manage program risk
BSBPMG633	Provide leadership for the program
BSBSTR601	Manage innovation and continuous improvement
BSBCRT611	Apply critical thinking for complex problem solving
BSBINS601	Manage knowledge and information

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OTHER INFORMATION

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THE ENGLISH LANGUAGE SCHOOL

General English (Beginner, Elementary, Pre-Intermediate, Intermediate, Upper Intermediate, Advanced)

CRICOS COURSE CODE: 0101893

Our General English course focusses on the daily use of the English language for life an work needs.

ENTRY REQUIREMENTS

Students must be aged 18 years or over at the time of course commencement. English will be tested on arrival and students can enter the Beginner level with little or no proficiency in English.

AVERAGE COURSE DURATION

The English Language School's General English courses are 12 weeks per level with 3 weeks holiday and 20 class hours per week. Students can study up to a maximum period of 78 weeks (Including holidays). Students can start any week (except holidays).

VISA

You may be eligible for study at The English Language School if you obtain any visa which allows you to study in Australia, including student visa, working holiday visa and tourist visa (some visas may limit the total number of study weeks).

OTHER INFORMATION

For more information on details on studying with The English Language School, including course fee structure
email: **admin@tbs.edu.au**
or visit: **www.tbs.edu.au**

ABOUT THIS COURSE

This course is for anyone aged 18 and over who would like to improve their English in a general way. It covers English that is useful in everyday life. This course covers all areas of English: speaking, listening, writing and reading. To help you with these skills, there will also be plenty of vocabulary, pronunciation, and grammar.

We focus on the English that is important to most people – that is, real life English. If you want to improve your English for Higher Education study and your English level is above Intermediate, please see our EAP course.

THE BUSINESS SCHOOL PTY LTD
trading as **THE ENGLISH LANGUAGE SCHOOL**
RTO 45230 | **CRICOS** 03828J

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THE BUSINESS SCHOOL
RTO 45230

NEAS QUALITY ENDORSED CENTRE



THE ENGLISH LANGUAGE SCHOOL

English for Academic Purposes (EAP)
EAP 1 (Upper Intermediate)
EAP 2 (Advanced)

CRICOS COURSE CODE: 0101894

The EAP (English for Academic Purposes) course assists you in improving your English skills for academic requirements.

ENTRY REQUIREMENTS

Students must be aged 18 years or over at the time of course commencement.

For entry into EAP 1 students must have evidence of an Intermediate level of English or higher. For example, having successfully completed Intermediate level in General English at The English Language School or the equivalent.

For direct entry into EAP 2 students must have evidence of an Upper Intermediate level of English or its equivalent. Please contact us if you have any questions.

AVERAGE COURSE DURATION

Each level consists of three modules. Students may initially enrol for as many of these as they require up to a maximum of 12 weeks per level (24 weeks in total if both levels are studied). Total course duration is 28 weeks, including 4 weeks holiday.

VISA

You may be eligible for study at The English Language School if you obtain any visa which allows you to study in Australia, including student visa, working holiday visa and tourist visa (some visas may limit the total number of study weeks).

OTHER INFORMATION

For more information on details on studying with The English Language School, including course fee structure email: **international@tbs.edu.au** or visit: **www.tbs.edu.au**

ABOUT THIS COURSE

This course is for anyone aged 18 and over who is preparing to study in a VET Course where the study is in English, or in a degree course where the English language entry requirements are IELTS 6.0 equivalent. Even if your English is already good enough for further study, an EAP course can help you understand how to do assignments well – and thus make your further study easier. It may even help you get higher grades later!

This course covers academic English: The English you will need for further study. It includes speaking, listening, writing and reading, including listening to lectures, speaking in tutorials, giving presentations, reading academic texts and writing essay reports. There will also be plenty of vocabulary and grammar to help you succeed in your future course.

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THE BUSINESS SCHOOL
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NEAS QUALITY ENDORSED CENTRE



THE ENGLISH LANGUAGE SCHOOL

IELTS Preparation

CRICOS COURSE CODE: 114729M

Our IELTS Preparation course is designed to familiarise you with the IELTS exam, develop exam technique and further develop your English language skills.

ENTRY REQUIREMENTS

Students must be aged 18 years or over at the time of course commencement. You must be able to that you have an Upper Intermediate level of English.

AVERAGE COURSE DURATION

12 weeks.

VISA

You may be eligible for study at The English Language School if you obtain any visa which allows you to study in Australia, including student visa, working holiday visa and tourist visa (some visas may limit the total number of study weeks).

ASSESSMENT

All assessment is designed to help you learn as well as to show your success. When you finish your course, we will give you a certificate and a report. This shows the grades you received for the course.

OTHER INFORMATION

For more information on details on studying with The English Language School, including course fee structure

email: **admin@tbs.edu.au**

or visit: **www.tbs.edu.au**

ABOUT THIS COURSE

The course develops English language skills for all IELTS exam tests: speaking, listening, writing and reading, with plenty of vocabulary, pronunciation and grammar to help you achieve the grade you want. It also includes test familiarisation, exam strategies and practice tests with feedback.

Each week has a different topic. Topics are chosen to be relevant to the IELTS exam-and interesting as well. You will have a coursebook, plus activities from different books to help you learn. For assessment there will be small tests of different skills each week and you will have plenty of exam practice and feedback on the answers. This type of assessment will help you to see if you are making progress in achieving the course learning outcomes.

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NEAS QUALITY ENDORSED CENTRE

2024 PROSPECTUS

GRADUATION



Upon successful completion of a vocational course students will receive a qualification or statement of attainment for all units completed which can be used to apply for your next level of learning.

English students will receive a certificate which includes levels of achievement.

APPLYING TO STUDY IN AUSTRALIA



How to apply to study in Australia:

https://www.studyinaustralia.gov.au/english/how-to-apply

1. Choose to study in Australia
2. Decide on a course and an institution
3. Check entry requirements for course and visa
4. Apply for the course
5. Receive your letter of offer
6. Receive Confirmation of Enrolment
7. Apply for your visa
8. Plan your arrival



What you will need to start studying with us:

- Complete the Enrolment Form
- Copy of your passport – personal details page
- Copy of the visa page from your passport
- Copies of your highest achieved education
- Certificate of your English proficiency level
- Proof of payment of enrolment fees

Student Visa Requirements:

- Genuine Intention to study in Australia
- Over 18 years old
- English Proficiency requirements
- Health Requirements
- Character Requirements
- Overseas Student Health Cover

The Business Schools' highly qualified and dedicated staff can provide support and advice to students requiring assistance.





CREDIT TRANSFER & RECOGNITION OF PRIOR LEARNING

Credit Transfer Recognised

If you have studied a business course at another RTO prior to commencing with The Business School you may be able to apply for a credit transfer.

To be eligible for a credit transfer you will need to provide The Business School with a copy of your academic transcript and complete a Credit Transfer Application. All credits will be authenticated prior to granting the credit transfer.

Recognition of Prior Learning (RPL)

Students have the opportunity to apply for Recognition of Prior Learning (RPL) if they already have the skills associated with the course outcome. Recognition of Prior Learning stems from industry experience, workplace training, previous studies and life experience.

To apply for RPL you need to speak with The Business School, read through the RPL information pack and complete the RPL application form.









THE BUSINESS SCHOOL

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