



PRE-ENROLMENT INFORMATION

Business Studies in Sydney

Welcome to the Management School Sydney (TMSS) and congratulations on taking the first step in considering studying business. The art and science of business has evolved rapidly and has become an area of major human endeavour making business studies valuable and applicable. Studying business exposes students to a range of subjects that help students gain an understanding of the multitude of considerations taken when starting, managing or developing a business.

Studying business is not a guarantee of a job in business. The sector is competitive and requires effort, initiative and hard work. However, like most fields of academic pursuit, students who are serious about studying and success will find the process meaningful, useful and interesting.

Our Location

TMSS is located on the Ground Floor and Level 3 of 55-57 Wentworth Avenue, Sydney NSW 2000.

Our phone number is (02) 9119 3862

enquiry@tmss.edu.au

www.tmss.edu.au

CRICOS Provider Code: 03485E

Provider Code: 41465

Australian Business Number (ABN) 32 604 489 161

Program Duration

Programs will run to the following durations:

Program	Duration
BSB40215 Certificate IV in Business	The duration of this course spans a full TMSS academic year of 52 weeks, comprising 38 study weeks and 14 term break weeks. 2-3 units will be studied in each of the terms.
BSB50215 Diploma of Business	The total duration of this course is 65 weeks (1.25 academic years), comprising five terms of 13 study weeks each, and 20 weeks of term breaks. 1-2 units will be studied in each of the terms.
BSB60215 Advanced Diploma of Business	The total duration of this course is 104 weeks, comprising 72 study weeks and 32 weeks of term breaks. 1 unit will be studied in each of the terms.



Volume of Learning

Students are expected to study a course for a specific duration of time, which under normal circumstances cannot be shorter than a minimum set period. This is often referred to as “Volume of Learning”. The volume of learning identifies the notional duration of all activities required for the achievement of the learning outcomes specified for a particular AQF qualification type such as that being studied. It is expressed in weeks.

The volume of learning for the college programs is shown in detail in each program guide and is summarised below:

BSB40215 Certificate IV in Business

CRICOS Course Code: 091311J

Units of competency	Unit Code	Unit Title (and Field)	Hours	Core/ Elective
	BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	100	Core
	BSBADM405	Organise meetings	40	Elective
	BSBCUS403	Implement customer service standards	60	Elective
	BSBCUS402	Address customer needs	80	Elective
	BSBINN301	Promote innovation in a team environment	80	Elective
	BSBCMM401	Make a presentation	40	Elective
	BSBITU402	Develop and use complex spreadsheets	80	Elective
	BSBLED401	Develop teams and individuals	80	Elective
	BSBMKG414	Undertake marketing activities	100	Elective
	BSBRSK401	Identify risk and apply risk management processes	100	Elective

BSB50215 Diploma of Business

CRICOS Course Code: 091312G

Units of competency	Unit Code	Unit Title	Hours	Core/ Elective
	BSBCUS501	Manage quality customer service	80	Elective
	BSBMKG501	Identify and evaluate marketing opportunities	180	Elective
	BSBMKG502	Establish and adjust the marketing mix	100	Elective
	BSBHRM506	Manage recruitment, selection and induction processes	80	Elective
	BSBWOR502	Lead and manage team effectiveness	180	Elective
	BSBMGT403	Implement continuous improvement	100	Elective
	BSBRSK501	Manage risk	120	Elective
BSBWOR501	Manage personal work priorities and professional development	60	Elective	



BSB60215 Advanced Diploma of Business

CRICOS Course Code: 091313G

Units of competency	Unit Code	Unit Title (and Field)	Hours	Core/ Elective
	BSBFIM601	Manage finances	180	Elective
	BSBHRM602	Manage human resources strategic planning	180	Elective
	BSBINN601	Lead and manage organisational change	180	Elective
	BSBMGT615	Contribute to organisation development	180	Elective
	BSBMKG603	Manage the marketing process	180	Elective
	BSBMKG605	Evaluate international marketing opportunities	180	Elective
	BSBMKG606	Manage international marketing programs	180	Elective
	BSBSUS501	Develop workplace policy and procedures for sustainability	180	Elective

Pre-requisite and Admissions Criteria Requirement

International students are required to have an intermediate level of English, evidenced by a certificate from an ELICOS provider of an IELTS test score of 5 or 5.5 (depending on course) or successful completion of the TMSS English Language Entry Test.

TMSS ensures that prior to enrolment into this qualification, each student is informed of admissions and prerequisite criteria they have to meet to be able to study this program. This information includes that students:

- Must be minimum of 18 years of age;
- Have satisfactorily completed Australian Year 12 or overseas equivalent school qualifications;
- Have adequate core skills of being able to learn, read, write, research, use technology, work in teams and count as these skills are embedded in the study of this program;
- Must meet TMSS standards for English language proficiency and by providing valid evidence of attainment of at least one of the following:
 - o IELTS (International English Language Testing System) overall band score of 5 (certificate qualification) or 5.5 (diploma and advanced diploma qualifications) or equivalent. For an advanced diploma course, academic IELTS of 5.5 is required.
 - o If an applicant is not able to provide valid evidence of the above, they may be required to sit an English language placement exam, or undertake further study with a NEAS approved ELICOS School.

Fees*

BSB40215 Certificate IV in Business

\$12,000 tuition fee plus \$200 enrolment fee plus \$100 materials fee = total fee of \$12,300

BSB50215 Diploma of Business

\$15,000 tuition fee plus \$200 enrolment fee plus \$150 materials fee = total fee of \$15,325



BSB60215 Advanced Diploma of Business

\$24,000 tuition fee plus \$200 enrolment fee plus \$200 materials fee = total fee of \$24,400

* \$3,000 tuition fee payable per term for all courses. \$100 materials fee payable per year for all courses.

Promotion Prices. TMSS will offer promotional prices to different markets several times per year. This will be officially offered via our Agent network or via media such as websites, Facebook, Twitter or WeChat.

Potential Changes in Fees

Fees may change from time to time and while the college endeavours to maintain balanced pricing, students should be aware of the potential for prices to rise. In Australia, the average inflation rate in the past five (5) years has been three (3) percent (%) per annum. This means that general price increases of around 3% for goods and services every year is quite likely. The college may raise its fees annually and this increase may be greater than 3%. It is therefore good practice to assume that fees will increase between 3% and 6% per annum and to plan ones finances accordingly.

Assessments

The basis of the college's assessment strategy is to provide students with a means to demonstrate necessary knowledge and skills to undertake real-world activities to a relevant, current industry standard and in line with the relevant assessment frameworks (in Australia these include the Australian Qualifications Framework and the requirements of the Training Package the student is studying).

Formative assessments are those that take place as part of in class activities, while, summative assessments refer to assessments that test the student's knowledge accumulated through the entire study period.

Most of the assessments used at the college take the form of:

1. Written activities
2. Observation/demonstration
3. Learner workbook activities
4. Major project
5. Skills and knowledge review
6. Case study
7. Role plays

All assignments and written work must adhere to appropriate standards of academic integrity to which the college subscribes, and be the student's own work.



College Facilities

The college is centrally located with access to a range of services. It is close to public transport, shopping and various workplaces, and combines the convenience of centrality with a calm learning environment in which to study.

The college is equipped with the following facilities:

1. Campus-wide WiFi
2. Study and lecture rooms equipped with whiteboards and audio-visual equipment
3. Open plan areas for student relaxation
4. Dedicated space for the college library
5. Student study room
6. Kitchen and food heating facilities
7. Multiple charging stations for laptops and mobile devices

While parking is not available at the college, several paid parking stations exist within a short walking distance from the college. Several motorcycle parking spaces around the college are also available for a fee and are managed by private car parks. Some car parks also provide bicycle security facilities for a fee. The college does not have bicycle racks or parking spaces available.

Student Progress and Intervention Strategies

The college takes student progress seriously given its central role in ensuring students achieve consistent progress in their study. Each unit (subject) has a range of assessments during the term and will often consist of at least three (3) assessments per unit (subject) and sometimes more than that, as well as in-class and other exercises.

An important student visa requirement is that the overseas student must maintain satisfactory course progress. An overseas student is required to successfully compete at least 50% of their assessments in any term. If they fail to do this, they will be regarded as failing to maintain satisfactory course progress.

Students who do not show satisfactory progress due to one or both of the progress criteria will be contacted in the first instance by the academic staff member delivering the unit. If progress is not achieved, the academic staff member will refer the student to the Student Academic Support Officer, who will organise a Study Plan for the student. The student may have to attend compulsory classes or undertake homework or other activities to enable them to return to acceptable course progress levels. This may also include completing a declaration regarding course attendance.

The ways in which the college may support the student when undertaking an Intervention Strategy could include one or more of:

1. Counselling
2. Attending extra tutorials
3. Attending one on one sessions with a lecturer or tutor
4. Attending additional group classes



5. Attending language support sessions
6. Agreeing to specific Study Plan
7. Agreeing to specific study achievement milestones
8. Other academic measures as deemed necessary by the college

A copy of the TMSS Maintain Course Progress and Intervention Policy and Procedure will be given to you at orientation, and the process will be fully explained.

Support Services

As well as the academic support described in the previous section, TMSS offers support in the following areas at no cost to the student:

- Enrolment & registration
- Fees and refunds
- Universal Student Identifier (USI)
- Credit transfer application
- OSHC enquiries
- Access to student portal
- Update contact details
- Attendance
- English language support
- Deferring / changing course
- CoE extension
- Student withdrawal/refund
- Student appeal
- Support through psychological difficulties or crises

More information on these forms of support can be obtained from the administration office.

Course Credit

TMSS will accept and provide course credits to learners for units of competency they may have already completed at another provider, where they have provided TMSS with evidence such as AQF certification documentation issued by another RTO or authenticated VET transcript issued by the Registrar. The college will ensure that learners are not required to repeat any unit in which they have already been assessed as competent.

Admissions Procedure and Important Formal Procedures

The admissions process adopted by the college is based on merit of the application provided by the student. An important factor in deciding to admit a student into a course at the college is their ability to complete the program, their current academic and work achievements and their desired career outcomes after completing the course. This includes English language, literacy and numeracy skills.

The college's Student Services will administer all applications and will be responsible for monitoring any conditions of offer.

All applications will be reviewed by the college and all evidentiary documents will be cited prior to an offer of admission been made to the intending student.



Students may receive recognition of their prior study and/or work experience (refer to the Credit Transfer and Recognition of Prior Learning [RPL] policies and procedures) upon assessment of these and in accordance with the relevant policy and procedure.

A Letter of Offer must be authorised by and signed by the Principal Executive Officer (PEO) or their authorised officer.

The college may withdraw or cancel an offer if the student provides incomplete or incorrect or false and misleading information.

In all cases the intending student has the right to appeal such a decision by accessing the college Appeals and Complaints Policy and Procedure.

An intending student who has accepted an offer of admission to the college, but has failed to complete the enrolment process stated in the Letter of Offer by the due date specified therein will attain a "Failure to Enrol" status.

An intending student may request a review of the admissions decision using the college Complaints and Appeals form, which can be downloaded from the college web site [here](#).

Intending students should complete the admission application form provided on the college web site or in hard copy or through an agent.

All documentation sent with the application as evidence should be in original form or as a certified copy.

All documents must be in the English language or translated by a certified translator and stamped with a signifying sign that includes the translator's details and their registration number/s.

Applications that are not accompanied by original or certified documents will have a special condition inserted in the Letter of Offer indicating that acceptance and the issuance of a Confirmation of Enrolment (CoE) can only take place once the required (original or certified) documents are received by the college and are in good order.

Clear and legible copies of documents are required for the application to be assessed.

Student Services (enrolment) staff at the college will check the completeness of documents and assess the equivalency and authenticity of the qualifications provided.

Student Services staff will determine if the applicant meets the requirements of the course.

In the event that work experience is provided as a foundation for experience and, hence, acceptance into the course, the work experience must be deemed as relevant and timely (in the last 3 years) by the college. A letter or statement of service by the employer should be provided on company letterhead along with the full contact details of the company.

If the student applying for admission is an overseas student already studying in Australia, Student Services will check that the applicant has completed at least six (6) months of studies of their primary course of study before processing the application.



If the student has not yet completed six (6) months, Student Services will check if one (1) of the following is correct before processing the application:

- a) The student has a valid release letter from the original institution
- b) The student's course from the original institution is no longer registered or is discontinued

Applicants holding qualifications from overseas which are not in English must have them translated by an authorised translator

NAATI translators or other authorised translators are accepted by the college as translators of these documents.

Applicants must provide the certified translation along with certified copies of originals with the application

Assessing an international student's qualifications will be via the Australian Government AEI Country Education Profiles (CEP) online at www.internationaleducation.gov.au.

Letters of Offer must be on college letterhead and must be approved and signed by the Principal Executive Officer (PEO) or their authorised officer. If there are special conditions attached to the offer, these will be stated on the Letter of Offer

Payment methods of fees include bank transfer to the college's nominated bank account

Other payment methods may be agreed to by the college from time to time.

Unique Student Identifier (USI)

A Unique Student Identifier (USI) is a reference number made up of numbers and letters that create a secure online record of the nationally recognized training completed by an individual. From 2015, all students participating in nationally recognized training must have a USI. The USI will make it easier for you to find and collate your VET achievements into a single authenticated transcript and will also ensure that your VET records are not lost.

As part of your enrolment, you must either supply your USI (if known) or provide authority for us to create or access your USI on your behalf. If you are providing the authority, you must also provide a suitable form of identification – as listed on the relevant section of the Enrolment Form.

If you would like to create your own USI, please visit:

<http://www.usi.gov.au/Students/Pages/default.aspx>

Recommended Student Time Commitment

The unit requires an overall time commitment of an average 13 hours of study per week for a full time study load of 20 hours per week.

Australia's Quality System for Education and Your Rights

The Australian education systems places significant emphasis on the quality of education and seeks to protect domestic and international students and assure the quality of



educational delivery. Before accepting an offer to study with the college, international students should familiarise themselves with the Educational Services for Overseas Students (ESOS) framework, a guide as to how education providers, such as this college, need to provide services to international students.

The framework is well-explained on the Australian Education International web site at: <https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>

The Department of Education and Training (DET) regulates the education and training sector in Australia with regard to the provision of services to international students. The focus of this regulation is to ensure a quality education service is provided to the international student and sets minimum standards for that quality. This is to ensure providers adhere to high levels of professional and academic conduct.

The government in Australia has legislated a national approach to registering providers so that the quality of education and the care for students is at the highest levels possible.

Other Important Documents to Consider

It is important for you to consider a range of options and a wide array of conditions, considerations and policies before you make a decision to enrol in one of our programs. The documents associated with this flyer is available from the college web site as well as by contacting your marketing agent. The most important documents to consider and read are:

1. The Student Handbook
2. Visa conditions at <https://www.homeaffairs.gov.au/>
3. The relevant laws governing international students in Australia at <http://www.internationaleducation.gov.au>
4. The Student Agreement and sample Letter of Offer

Agents

TMSS ongoing partnerships with a number of student recruitment agencies, the details of which can be found here: <http://www.tmss.edu.au/content/agent-section>

Useful links

Links to a number of useful sites, including the Australian Tax Office, the Fair Work Ombudsman, the Department of Home Affairs, Lifeline, and others, can be found here: <http://www.tmss.edu.au/content/useful-links>

Your accommodation in Sydney

Several companies provide homestay accommodation in Sydney. This means that the student would be staying with an Australian family, which provides opportunities for understanding Australian culture, the Australian way of life and the English language.

Home stay options are varied and can range from Shared Houses and Apartments where students



live together in a shared house, to Furnished Houses and Apartments which provide for greater comfort as they are equipped with a range of household furniture and appliance items.

▶ Oz Homestay

www.ozhomestay.com.au

Phone (02) 8765 9063

▶ Iglu Student Accommodation

www.iglu.com.au

Phone (02) 8024 8600

▶ 2Stay Accommodation

www.2stay.com.au

Phone (02) 8005 1299

▶ Urbanest

www.urbanest.com.au

Phone (02) 8091 9959

Many students share apartments or may decide to live on their own. It is important to arrive in Sydney earlier than the course start date to allow you time to locate suitable accommodation, see apartments and meet with landlords or prospective house mates before the term starts.

The web sites below are a good place to look for interim accommodation until you find the unit or place you prefer to stay in over the longer term:

▶ www.wakeup.com.au

▶ www.glenferriellodge.com

▶ www.domain.com.au

▶ www.realestate.com.au

▶ www.unilodge.com.au

Living costs in Australia

Information on living costs in Australia can be found here:

<https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs>

Knowing the average living costs in Australia is an important part of your financial preparation. For your reference, here are some of the costs associated with living and studying in Australia. (All costs are in Australian dollars and linked to the consumer price index.)



Accommodation

- **Hostels and Guesthouses** - \$90 to \$150 per week
- **Shared Rental** - \$85 to \$215 per week
- **On campus** - \$90 to \$280 per week
- **Homestay** - \$235 to \$325 per week
- **Rental** - \$165 to \$440 per week
- **Boarding schools** - \$11,000 to \$22,000 a year

Other living expenses

- **Groceries and eating out** - \$80 to \$280 per week
- **Gas, electricity** - \$35 to \$140 per week
- **Phone and Internet** - \$20 to \$55 per week
- **Public transport** - \$15 to \$55 per week
- **Car (after purchase)** - \$150 to \$260 per week
- **Entertainment** - \$80 to \$150 per week

Minimum cost of living

The Department of Home Affairs has financial requirements you must meet in order to receive a student visa for Australia. From 1 July 2016 the 12 month living cost is:

- **You** - \$20,290
- **Partner or spouse** - \$7,100
- **Child** - \$3,040

All costs are per year in Australian dollars. To convert to your own currency, visit <http://www.xe.com/>

We hope that your studies will be both successful and enjoyable and that we may have the pleasure of welcoming you to our college.



THE MANAGEMENT SCHOOL SYDNEY

MSS EDUCATION PTY LTD (ABN 32 604 489 161) RTO CODE: 41465 CRICOS PROVIDER CODE: 03485E

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