

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 endeavor 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

Our corporate details are:

The Management School Sydney

CRICOS Provider Code 03485E
Provider Code 41465
Australian Business Number (ABN) 32 604 489 161

Delivery Location

The Management School Sydney
Ground Floor and Level 3 55-57 Wentworth Avenue Sydney NSW 2000
Phone (02) 9119 3862

Program Duration

Programs will run to the following durations:

Program	Duration
BSB40215 - Certificate IV in Business	This program will be delivered over a total of 52 weeks (1 year) which is made up of 36 contact weeks plus 16 weeks of holiday breaks.
BSB50215 - Diploma of Business	This program will be delivered over a total of 65 weeks (1.25 year = 5 terms) which is made up of 45 contact weeks plus 20 weeks of holiday breaks.
BSB60215 - Advanced Diploma of Business	This program will be delivered over a total of 104 weeks (2 years) which is made up of 72 contact weeks plus 32 weeks of holiday breaks.

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**

For more details about this course please use our websites www.tmss.edu.au

The direct link is: <http://tmss.edu.au/product/bsb40215-certificate-iv-business-cricos-course-code-091311j>

Unit Code	Unit Title (and Field)	Core/Elective
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	Core
BSBADM405	Organise meetings	Elective
BSBCUS403	Implement customer service standards	Elective
BSBCUS402	Address customer needs	Elective
BSBINN301	Promote innovation in a team environment	Elective
BSBCMM401	Make a presentation	Elective
BSBITU402	Develop and use complex spreadsheets	Elective
BSBLED401	Develop teams and individuals	Elective
BSBMKG414	Undertake marketing activities	Elective
BSBRISK401	Identify risk and apply risk management processes	Elective

BSB50215 - Diploma of Business**CRICOS Course Code: 091312G**For more details about this course please use our websites www.tmss.edu.auThe direct link is: <http://tmss.edu.au/product/bsb50215-diploma-business-cricos-course-code-091312g>

Unit Code	Unit Title	Core/ Elective
BSBADM502	Manage meetings	Elective
BSBMKG501	Identify and evaluate marketing opportunities	Elective
BSBMKG502	Establish and adjust the marketing mix	Elective
BSBHRM506	Manage recruitment, selection and induction processes	Elective
BSBXCM501	Lead communication in the workplace	Elective
BSBMGT403	Implement continuous improvement	Elective
BSBRISK501	Manage risk	Elective
BSBWOR501	Manage personal work priorities and professional development	Elective

BSB60215 - Advanced Diploma of Business**CRICOS Course Code: 091313G**For more details about this course please use our websites www.tmss.edu.auThe direct link is: <http://tmss.edu.au/product/bsb60215-advanced-diploma-business-cricos-course-code-091313g>

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

TMSS Disclaimer

In accordance with National Code Standard D1.2, MSS Education Pty Ltd trading as The Management School Sydney (TMSS) (RTO ID: 41465, CRICOS Provider Code: 03485E) does not guarantee any migration, enrolment, employment, educational or any outcomes associated with any course to students who are enrolled at our RTO.

Pre-requisite and Admissions Criteria Requirement

While there are no formal training package entry requirements, TMSS require that you have the following requirements for entry:

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 followings:
 - 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.

As each of the qualifications may have a specific requirements, please either read details from www.tmss.edu.au or request detailed information from our any of our staff: <http://tmss.edu.au/content/contact-us>

Fees

BSB40215 - Certificate IV in Business

\$12,000 tuition fee + \$200 enrolment fee (non refundable) + \$100 materials fee = total fee of \$12,300

BSB50215 - Diploma of Business

\$15,000 tuition fee + \$200 enrolment fee (non refundable) + \$150 materials fee (\$100 for year 1 + \$50 for year 2) + \$50 CoE fee (non refundable) = total fee of \$15,350

BSB60215 - Advanced Diploma of Business

\$24,000 tuition fee + \$200 enrolment fee (non refundable) + \$200 materials fee (\$100 per year) + \$50 CoE fee (non refundable) = total fee of \$24,400

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

* Tuition and material fees are refundable.

* For further details please look at: <http://tmss.edu.au/content/fees-information>

Note: Prices may change without prior notice. For packaged/bundled courses, every course applied for after the first course, a COE fee is payable. For further details please contact our marketing department via email marketing@tmss.edu.au or on +61 2 9119 3862.

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.

Mode of Delivery

All courses offered by The Management School Sydney are delivered on campus full time with face to face classes for 15 hours per week integrated with self-study for 5 hours per week during term time to meet the requirements for international students to study full time load of 20 hours per week.

Students also have private study time of approximately 20 hours per week in their own time.

Delivery Methods

Face to face classes include lectures, group activities, role plays/practical demonstrations and class presentations. The program is designed to allow for the adoption of a range of learning approaches to cater for differences in learning styles, learning interests and needs, and variations in learning opportunities. Students must attend all scheduled classes and they are expected to undertake reading, research and project work in their own time.

Assessment Methods: Assessments of each unit will be conducted by:

- formative assessment (in class activities and practical exercises) (to some extent as the nature of classroom learning differs from a workplace)
- summative assessment (final assessment to demonstrate knowledge and skills of the entire unit of competency)

A variety of methods will be utilised to assess the student's competency in this unit of competency.

These include:

- Written activities (A)
- Structured activities (B)
- Projects (C)
- Observation/demonstration (D)
- Learner Workbook Activities (E)
- Observation/Demonstration (F)
- Major Activity (G)
- Skills and Knowledge Activity (H)
- Third Party (I)
- Case Study (J)
- Other Evidence Documents (K)

Students will be given an opportunity to practice or discuss activities prior to undertaking formative or summative assessments observed by the trainer/assessor who will give the student feedback.

Study Pathways

While TMSS does not currently have an articulation agreement with a university or higher education provider, students may, after completing an AQF qualification at diploma or advanced diploma level, independently apply for course credit at a university or higher education provider of their choice.

Materials, Resources and Library Access

Students will receive course materials that are downloadable from the college learning management system in soft copy. These materials will include a learning guide and a range of assessments. The college also has a small library of printed books that are accessible by borrowing or reading at the library.

Students will need to have access to a document processing software, such as Microsoft Office, and a computer or laptop or access to these. The college does provide computers and software at no cost to students, but these are accessible during college hours only.

Students may join the City of Sydney Library Service through the online website access at <https://library.cityofsydney.nsw.gov.au/Montage/Join.aspx>

The City of Sydney Library Services branches are located at the following:

- Customs House Library
- Glebe Library
- Green Square Library
- Haymarket Library
- Kings Cross Library
- Newtown Library
- Pyrmont Link
- Surrey Hills Library
- Library Express
- Ultimo Library
- Waterloo Library

The street address, contact details and opening hours of all City of Sydney Library Services branches listed above can be found by visiting the following website at <https://www.cityofsydney.nsw.gov.au/explore/libraries/our-network>

The conditions of membership are as follows: • Membership is free to all residents of New South Wales • Students must agree to abide by all City of Sydney Library Service policies and conditions of use and:

- Accept responsibility for all items borrowed on the library card
- Pay replacement costs plus processing charges for any items lost, stolen or damaged

- Students must report lost/stolen cards to the City of Sydney Library Service immediately
- Return borrowed items on or before the due date or check whether the item can be renewed
- Respect the rights and security of staff and other library users
- Notify the City of Sydney Library Service of any changes to contact details provided
- Students can find further information by visiting the City of Sydney Library Service website at <http://www.cityofsydney.nsw.gov.au/library/Default.asp>

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 Wi-Fi
2. Study and lecture rooms equipped with whiteboards and audio-visual equipment
3. Open plan areas for student relaxation
4. Dedicated space for the collegelibrary
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 complete 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. **In addition, an interview will be conducted with each prospective student to ascertain their skills, ability and the suitability of the course to their planned career path.**

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 of 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

All courses offered by The Management School Sydney are delivered on campus full time with face to face classes for 15 hours per week integrated with online learning for 5 hours per week during term time to meet the requirements for international students to study full time load of 20 hours per week. Students also have private study time of approximately 20 hours per week in their own time.

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 at: <http://tmss.edu.au/content/downloads>
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://tmss.edu.au/content/current-tmss-agents>

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.glenferrielodge.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 February 2018 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 (TMSS)

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